# UNIVERSITY OF ILLINOIS SYSTEM
### URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

## Travel Categories

The University of Illinois System is required by the Illinois Office of the Comptroller to report what portion of an employee's travel is paid by the employee then reimbursed as an out of pocket expense and what portion was purchased on a Travel Card (T-Card).

| Step | Task |
|---|---|
| 1. | Create an Expense Report (ER). |
| 2. | Complete the **Document Header** information.<br><br>1. Enter a unique report title in the **Report Title** field.<br>2. Select a purpose from the **Purpose** menu.<br>3. Enter a business purpose or justification in the **Business Purpose/Justification** field.<br>4. Select an affiliation from the **Payee Affiliation** menu. |
| 3. | Click the **Continue** button. |
| 4. | Select an **Expense Type** from the menu. |
| 5. | Click the **Add Expense** button. |
| 6. | Enter the information in the fields under **Standard Information.**<br><br>**NOTE:** The Travel Category field is required when the Purpose of Arranged Travel – Employee or Employee Travel/Meal Reimbursement and T-Card Charges is chosen. |
| 7. | Select a **Travel Category** from the **Travel Category** menu.<br><br>Select the correct Travel Category based on the travel location and method of payment.<br><br>• If the expense was employee paid, then select one of the *Employee Reimbursement* categories.<br>• If the expense was paid with a T-Card, then choose one of the *T-Card* categories.<br><br>**NOTE:** Each receipt requires an expense line item. Each expense requires the correct Travel Category. Travel Categories must match the location on the receipt. |
| 8. | Complete your expense report by following steps 7-14 in the Creating an Expense Report (ER) job aid. |