

Transaction Justification

Travel and Employee Reimbursements

When processing a Travel/Employee Reimbursement, any information for the “5 W’s” that is not contained in the Expense Report Detail should be entered into the Comment section.

WHO

Employee name on the Expense Report satisfies this requirement.

WHERE

The location listed satisfies this requirement.

WHEN

The expense date satisfies this requirement.

[View Expense Report](#)

Expense Report Detail

Employee Name Empl ID Report ID: 0000379123

[User Defaults](#) [Print Bar Coded Report](#)

General Information

Description:	2014 Big 10 Travel Managers Co	Comment:	Travel expenses associated with 2014 Big 10 Travel Managers' Conference, April 6-8, 2014 in Chicago, IL.
Business Purpose:	Conference	Reference:	
Status:	Paid	Last Updated:	04/11/2014 By: BRAYX010
Default Location:	Chicago, Illinois	Budget Status:	Valid Budget Check
Post State:	Posted		

[Accounting Defaults](#) [Payment Inquiry](#) **More Options:**

Details Personalize | Find | View All | First 1-3 of 3 Last

	*Approve	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
	Y	Travel - Other - Domestic	04/08/2014	54.00	USD	Out of Pocket	General
	Y	Lodging - Domestic	04/08/2014	202.54	USD	Out of Pocket	General
	Y	Meal Per Diem - Domestic	04/08/2014	53.25	USD	Out of Pocket	General

Totals

Employee Expenses:	309.79	USD	Due Employee:	309.79	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

WHAT

Document the item(s) being reimbursed. Business purpose should be listed in the Comment Section.

WHY

Explain why travel or reimbursement was necessary and how it benefits/relates to the chart field string or project charged.