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.

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

**WHERE**
The location listed satisfies this requirement.

**WHEN**
The expense date satisfies this requirement.

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