**Why were the templates reduced?**
- To simplify the expense reimbursement process, expense templates were consolidated into Travel and Non-Travel templates, with a reduced list of expense types under each template.

**What resources are available?**
- An updated Expense Types QRG is available. It details which Expense Types are available in each Template and provides a crosswalk for expense types no longer in use.

**How will the expense auditor know what the “Travel-Other” expense is if descriptions are no longer required?**
- The new Travel-Other expense type WILL require a description that lists what the expense is for (i.e., tolls, rental car fuel, airfare bag fees, etc.)

**Can I group my “Travel-Other” expense as a single lump sum expense item?**
- If you have multiple expenses that fall in this new category, they SHOULD NOT be bundled/grouped together.
- A separate expense item must be entered for each expense so that a proper description and matching receipt can be included:
  - This aids in review, as the system will calculate the total amount based on each individual expense and eliminates the need for reviewers to manually calculate the total.
  - It also allows for the system receipt thresholds to function properly.

**Now that “Business Meals/Hospitality” is no longer broken down by the number of attendees, is it still a requirement to list the names of the people in attendance?**
- A new field for Number of Attendees has been added and is a required field.
- The Description field should include the business purpose for the meal and the topics discussed.
- When possible, in the Description of Group field, please include attendee names and affiliations, or attach a list on the expense item.
- If the group consists of a large number of individuals, a description of the group may be provided in lieu of names and affiliations.

**How will my expenses be properly accounted for on my grant?**
- The Expenditure Type field is now available for selection on an expense report, to ensure that grant expenses are categorized correctly.