

Expense Types available in the Travel Template

Expense Type	Description of Use
Agent Booking Fees	Service fees paid to a travel agency.
Airfare	Airline tickets, including incidental costs except for bag fees.
Business Meals/Hospitality*	Meals and entertainment provided for a group of employees, students, outside guests, or a combination thereof.
Car Rental	Car rental expense.
Conference Registration Fees*	Seminar registration fees for individuals.
Dues and Memberships*	Membership fees for professional licenses/certifications.
Exchange Gain/Loss	Gain/Loss caused by foreign currency exchange.
Foreign Transaction Fees	International Transaction Fees.
Fraudulent / Disputed Charge*	Fraudulent charges that are disputed and credited back on Baylor issued credit card (original expense
Ground Transportation	Transportation services (i.e. taxi, rideshare, shuttle).
Individual Meals - Actual Cost	Meals purchased by an individual while traveling in lieu of per diem (does not include group meals).
Individual Meals - Per Diem	Individual per diem to cover daily meal costs (domestic Per Diem rates calculated based on GSA rates).
Lodging	Hotel accommodation expenses. Expense type allows for itemization of taxes, meals, parking, and other expenses within same expense item.
Mileage - Personal Car	Reimbursement for using personal vehicle at IRS standard rate for tasks related to business. The IRS defined rate accounts for fuel and along with wear and tear on the vehicle, as such fuel costs can not be claimed with mileage. Excludes normal commute to work.
Other - Travel ** (new)	<p>Use for any other costs that occur while traveling, but do not have a specific category. For manually entered expense items (paid with personal funds), enter each expense separately, do not enter as a lump sum. Note in the Description field what the expense item is for, see examples.</p> <p>Examples: Baggage Fees, Fuel Costs, Tolls, Printing, Internet Access, etc. (Pro Tip: Use the system duplicate function to save time entering multiple expense items).</p>
Parking	Expenses for parking, excluding parking fines or traffic violations.
Split Funding*	Used to split expenses between, separate departments, funding sources, or itemize between two or more expense types.

Crosswalk for Expense Types No Longer In Use

Previous Expense Type	Current Expense Type
Airfare - Bag Fees	Other - Travel
Baylor Fleet Fuel	Other - Travel
Bulk Food/Groceries	Other - Travel
Car Rental Fuel	Other - Travel
Immunizations & Travel Related Prescription	Other - Travel
Internet Access Fees	Other - Travel
Miscellaneous	Other - Travel
Laundry	Other - Travel
Per Diem-Domestic	Individual Meals - Per Diem
Tips / Gratuities	Other - Travel
Tolls	Other - Travel
Travel Visa Fees	Other - Travel
Business Meals/Hospitality <10 Attendees	Business Meals/Hospitality
Business Meals/Hospitality 10+ Attendees	Business Meals/Hospitality

Expense Types available in the Non-Travel Template

Expense Type	Description of Use
Advertisements For Personnel	Web or print advertisement placed for an approved open faculty/staff position.
Advertisements For Students	Web or print recruitment ad to promote a program or discipline.
Advertising General	Promotion of the University, or of a specific event or discipline (other than personnel or student recruiting).
Animal Care Supplies	Supplies used in the care of a Baylor owned animal.
Athlete Meals	Meals for Student Athletes at home game.
Athlete Temporary Housing	Housing for Student Athletes.

Athletic Equipment	Athletics equipment items which individually cost less than \$5,000; non-consumable items that have a useful life expectancy of more than a year.
Awards - Non-Cash	Awards (excluding cash and cash equivalents), such as trophies, plaques, pins, championship rings, etc.
Books	Books purchased for research/academic use.
Branded Promotional Items	Items customized with Baylor's branding (excluding items for resale).
Business Meals/Hospitality*	Meals and entertainment provided for a group of employees, students, outside guests, or a combination thereof.
Catering	Meals for on-campus events through Aramark or an approved off campus caterer for students, outside guests or a combination thereof (may also include employees).
Commodities For Resale	Items purchased for resale to faculty, staff, students or external customers.
Conference Registration Fees*	Seminar registration fees for individuals.
Continuing Education	Employee continuing education held within the United States (includes webinars and on-site education).
Dues and Memberships*	Membership fees for professional licenses/certifications.
Equipment Rentals	Charges for short-term equipment rental (less than one year).
Equipment Repairs Labor	Repair costs for Baylor owned vehicles.
Flowers	Flowers purchased in recognition of a major life event.
Food Expense For Resale	Food provided to participants at a Baylor-hosted conference/event for which a fee is charged.
Fraudulent / Disputed Charge*	Fraudulent charges that are disputed and credited back on Baylor issued credit card (original expense charge and credit must be use this expense type).
Gifts for Donors	De minimis items purchased for donor appreciation.
Instructional Materials	Supplies purchased for classroom use.
Internet Access Fees	Fees paid for internet access.
IT Peripherals and Supplies	Preapproved computer accessories not be available via the Marketplace.
IT Software License and Support	Preapproved computer software not be available via the Marketplace.
Maintenance Repair & Operations Supplies	Supplies used in the maintenance of a Baylor owned equipment.
Medical Services	Preapproved medical services.
Medical Supplies	Supplies related to medical services provided by Baylor.
Minor Equipment	Furniture and equipment items which individually cost less than \$5,000; non-consumable items that have a useful life expectancy of more than a year.
Musical Equipment	Musical equipment items which individually cost less than \$5,000; non-consumable items that have a useful life expectancy of more than a year.
Office Decorations	Decorations, excluding furniture and artwork.

Office Furniture	Furniture items which individually cost less than \$5,000; non-consumable items that have a useful life expectancy of more than a year.
Office Supplies	Office supplies not be available via the Marketplace.
Other Lab Supplies	Laboratory supplies not be available via the Marketplace.
Permits, Licenses, and Fees	Fees paid for legal permits, licenses, and fees such as building permits, copyright fees, etc.
Postage/Shipping	Postage and shipping services.
Printing and Copying	Printing and copying services that are not available via the Marketplace.
Public Safety Supplies	Supplies purchased for Public Safety Department use.
Recreational Equipment	Recreational equipment items which individually cost less than \$5,000; non-consumable items that have a useful life expectancy of more than a year.
Recreational Supplies	Supplies purchased for Campus Recreation Department use.
Rentals - Non-Building (Hall/booth/tables)	Charges for short-term equipment rental (less than one year).
Research Subject Incentive	Paid to individual for participation in study, must be coordinated with Accounts Payable.
Signage and Banners	Promotion of the University, or of a specific event or discipline (other than personnel or student recruiting).
Split Funding*	Used to split expenses between, separate departments, funding sources, or itemize between two or more expense types.
Storage Rentals	Charges for storage rental.
Subscriptions	Professional subscriptions.
Subscriptions - Athletic Recruiting	Scouting Reports for Student Athletes.
Vehicle Maintenance and Customization	Vehicle costs and customizations such as truck toolboxes, racks, police auto equipment, etc.
Video and Photo Equipment	Video and Photo equipment items which individually cost less than \$5,000; non-consumable items that have a useful life expectancy of more than a year.

* Identifies Expense Types on both Templates

** Identifies new Expense Type