

Expense Type	Use
Airfare	<ul style="list-style-type: none"> • Airfare is used to reconcile out of pocket and T&E Card airline ticket purchases • Paid receipts are always required • Tickets purchased using the CTS account will use expense type: CTS Imported Expense
Airfare Booking Type	Select whether you booked the ticket with BCD Travel or not. If you didn't book with BCD, you still have the option of e-mailing your itinerary into AggieTravel
Airfare, Additional Fees: Airline Fee Type	<ol style="list-style-type: none"> 1. Baggage – Receipts are required for purchases of \$75 and over, include a comment as to why this needed to be purchased 2. Ticket Change Fee – provide comment regarding the business need for the flight change, programmer advance approval is required, paid receipt is required 3. On Board Internet Access – programmer advance approval is required, only for related UCDE business need 4. Seat Selection / Reservation – programmer advance approval is required, provide a comment indicating business need, paid receipt is required 5. Upgrade – will not be reimbursed by UC Davis Extension, work with programmer if you feel you have an exceptional need 6. Priority Access – not allowed; use Personal / Non-Reimbursable 7. Other – programmer advance approval is required, provide a comment indicating what the expense is and what the need for the purchase was
Audio or Video Rental	UC Davis Extension Instructors will not be using this expense type
Awards	UC Davis Extension Instructors will not be using this expense type
Business Services	Programmer approval should be obtained in advance of purchasing these services. This is used for faxing, parcel services, and other related business services that are not classroom supplies.
Car Rental	<ul style="list-style-type: none"> • Programmer Approval Should be obtained in advance • Paid receipts are always required • University Contract must always be used (if you use AggieTravel / BCD Travel these rentals will always use the University negotiated contract) <p>Class of Service</p> <ol style="list-style-type: none"> 1. Compact/Economy/Intermediate size cars (University will Reimburse) 2. No Cost or Self Pay Upgrade (use when you receive a free upgrade or pay for an upgrade and are not asking for reimbursement) 3. Upgraded Service – requires advance programmer approval, submit documentation and notes regarding why this was needed.

Cash Advance Return	UC Davis Extension Instructors will not be using this expense type
Conference Registration	Programmer approval should be obtained in advance of paying for this type of expense. UC Davis Extension will typically not reimburse, but in some cases an Instructor may be asked to attend a conference with staff to help with outreach.
CTS Imported Expenses	<ul style="list-style-type: none"> • CTS Imported Expense is used with expenses that are purchased through AggieTravel and will automatically appears in the AggieTravel system. This expense type should not be used for Corporate Card or Out of Pocket expenses. • Receipts are always required • All CTS Imported Expenses require itemization to update the actual date of the expense and to clarify the expense type, i.e. CTS Hotel, CTS Airfare, etc.
Currency Gain/Loss	UC Davis Extension Instructors will not be using this expense type
Entertainment Meal, 10 or Less Guests	UC Davis Extension Instructors will not be using this expense type
Entertainment Meal, over 10 Guests	UC Davis Extension Instructors will not be using this expense type
Gas or Fuel	Gas or Fuel is <u>not</u> used in place of claiming personal vehicle mileage. This should only be used for refilling a rental vehicle.
Ground Transportation	<p>Ground Transportation is used to reconcile all forms of ground travel with the exceptions of rental cars and mileage claims.</p> <p>Select Vendor Type:</p> <ol style="list-style-type: none"> 1. Parking/Tolls 2. Taxi/Uber/Lyft 3. Shuttle Bus 4. Train/Light Rail/Rapid Transit 5. Other (requires a comment indicating what was purchased and why)
Group Airfare	UC Davis Extension Instructors will not be using this expense type
Group Lodging	UC Davis Extension Instructors will not be using this expense type
Group Meals	UC Davis Extension Instructors will not be using this expense type
Laundry	UC Davis Extension Instructors will not be using this expense type
Lodging	<ul style="list-style-type: none"> • Use Lodging for typical lodging costs, including hotel, AIRBNB, and other lodging facilities. This expense type requires an itemized receipt be submitted with the expense report, in addition to itemizing the nightly costs • Paid receipts are always required
Lodging – Other	<p>Paid receipts are always required</p> <ul style="list-style-type: none"> • Lodging, Deposits is used to pay for a lodging deposit • UC Davis Extension Instructors will not be using the Lodging, Host Gift or Lodging, Long-Term sub expense types.
Meals and Incidentals	Meals and Incidental Expenses is used to claim the cost of meals and tips associated with travel. AggieTravel offers a quick itemization feature to separate any personal or non-reimbursable expenses.
Meeting Room Rental	UC Davis Extension Instructors will not be using this expense type

Mileage – Google Maps	Use Mileage – Google Maps when entering a single trip or a multi-legged single day trip. The Google Maps mapping service is built directly into the expense type!
Mileage Log	<ul style="list-style-type: none"> • Use Mileage Log to enter multiple trips, i.e. monthly or quarterly (these expense reports can only have mileage and parking on them.) • This expense type requires a mileage log. An electronic copy is available on the website. The mileage log you use depends on the type of mileage you are claiming.
Miscellaneous	UC Davis Extension Instructors will not be using this expense type
Per Diem Lodging	UC Davis Extension Instructors will not be using this expense type
Per Diem Meals	UC Davis Extension Instructors will not be using this expense type
Personal / Non-Reimbursable	<ul style="list-style-type: none"> • When a portion of an expense is not being claimed, itemize the expense and use Personal/Non-Reimbursable • If a T&E Card transaction is personal or non-reimbursable, update the expense type to Personal/Non-Reimbursable and pay US Bank directly for the expense amount.
Program Entry Fees	UC Davis Extension Instructors will not be using this expense type
Relocation Expenses	UC Davis Extension Instructors will not be using this expense type
Relo-House Hunting	UC Davis Extension Instructors will not be using this expense type
Relo – Meals	UC Davis Extension Instructors will not be using this expense type
Relo – Moving Expenses	UC Davis Extension Instructors will not be using this expense type
Relo – Temporary Lodging	UC Davis Extension Instructors will not be using this expense type
Show Tickets	UC Davis Extension Instructors will not be using this expense type
Supplies and Materials	Obtain advance programmer approval before purchasing anything in this category. Use Supplies and Materials for reimbursement of necessary items purchased while on travel status or while preparing for an entertainment event.
Travel Agency Fees	<ul style="list-style-type: none"> • Use Travel Agency Fees to claim service fees charged by travel agencies to make your travel reservations. • These fees do not include insurance of any kind • Note: tickets purchased using the CTS account will use expense type: CTS Imported Expense