



# Non-Travel Expense Types

## Quick Guide for Non-Travel Expense Types

This guide provides you with the description and lists some of the appropriate uses of the expense types offered within the UGA Financial Management system. The expense types used to report **Non-Travel** expenses are:

- Entertainment (E)
- Supplies and Other (O)

**For Travel-Related Expenses:** Please refer to the [Quick Guide for Travel-Related Expenses](#). But as a rule, these choices should be within the “D-Domestic” and “I-International” expense categories.

### ENTERTAINMENT

More information about the University’s Entertainment policy [here](#). When preparing an expense report with an entertainment expense, ensure that you attach a [Reimbursement of University Related Entertainment](#) form to the appropriate expense line.

Expense Type	You would select this expense type when...
<b><u>E-Entertainment</u></b>	<ul style="list-style-type: none"> <li>• You are seeking reimbursement for expenses incurred while hosting an office event or guest(s) of the University.</li> <li>• Example: A guest speaker taken out to dinner.</li> </ul>

### SUPPLIES AND OTHER

All of these expense types are intended to report **out-of-pocket** expenses for the purchase of products/ services that would otherwise be purchased through UGA mart and/or processed through the AP module.

Expense Type	You would select this expense type when...
<b><u>O-Books</u></b>	<ul style="list-style-type: none"> <li>• You are seeking reimbursement for the out-of-pocket purchase of books.</li> </ul>
<b><u>O-Copies/Printing</u></b>	<ul style="list-style-type: none"> <li>• You are seeking reimbursement for the out-of-pocket purchase of copying or printing services.</li> </ul>
<b><u>O-Fleet Vehicle Fuel</u></b>	<ul style="list-style-type: none"> <li>• You are seeking reimbursement for the out-of-pocket purchase of gas for one or more of the University’s fleet vehicles.</li> </ul>
<b><u>O-Fleet Vehicle Repair/Clean</u></b>	<ul style="list-style-type: none"> <li>• You are seeking reimbursement for the repair or cleaning of one or more of the University’s fleet vehicles.</li> </ul>
<b><u>O-Group Meals Non Travel Employee</u></b>	<ul style="list-style-type: none"> <li>• You are seeking reimbursement for group meal provided to <b>employees</b> and must submit a <a href="#">Request for Authorization to Provide on Campus Group Meals</a> for prior approval.</li> </ul>
<b><u>O-Group Meals Non Travel Non Employee</u></b>	<ul style="list-style-type: none"> <li>• You are seeking reimbursement for group meal provided to <b>non-employees</b> and must submit a <a href="#">Request for Authorization to Provide on Campus Group Meals</a> for prior approval.</li> </ul>



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Expense Type	You would select this expense type when...
<b><u>O-Instructional/Lab Supplies</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket purchase of instructional or lab materials.</li> </ul>
<b><u>O-Licenses</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for a purchased license for a piece of software or cloud application.</li> </ul>
<b><u>O-Membership</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket of a membership fee.</li> </ul>
<b><u>O-Other Misc Expenses</u></b>	<ul style="list-style-type: none"> <li>This would include any <b>non-travel</b> expense that doesn't match any of the provided expense types.</li> <li><b>NOTE:</b> Description will be a required field on the Expense Report.</li> </ul>
<b><u>O-Postage</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket postage costs of any package mailed off for University business.</li> </ul>
<b><u>O-Registration</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket cost of a registration fee.</li> </ul>
<b><u>O-Repairs and Maintenance</u></b>	<ul style="list-style-type: none"> <li>To report the out-of-pocket costs for a repair company.</li> </ul>
<b><u>O-Shipping and Handling</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket cost for shipping and handling (via Fedex or UPS).</li> </ul>
<b><u>O-Software</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket cost of purchasing a piece of software or application.</li> </ul>
<b><u>O-Subscription</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket cost of a subscription fee.</li> </ul>
<b><u>O-Supplies and Materials</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket purchase of any office supplies or materials.</li> </ul>
<b><u>O-Telecom Cellular</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket cost for Telecom's cellular services.</li> </ul>
<b><u>O-Telecom Data/Internet</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket cost for usage of Telecom's internet or data services.</li> </ul>
<b><u>O-Telecom Pager</u></b>	<ul style="list-style-type: none"> <li>You are seeking reimbursement for the out-of-pocket cost for usage of Telecom's pager.</li> </ul>

## Additional Information

- More information, including tutorials, can be found in the [OneSource Training Library](#) (Financials Topics by Module > Travel and Expense).
- You can review the latest travel policies and procedures in the [UGA F&A Policy Library](#).
- If you have questions, please contact the OneSource Service Desk at [onesource@uga.edu](mailto:onesource@uga.edu) or 706-542-0202 (option 2).