



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:

- Food-Related Expenses (F)
- 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.

For Food-Related Expenses: Please refer to the [Food Reference Chart](#), [Food and Business Related Entertainment presentation](#), and [Food Justification Tool](#).

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...
<u>O-Books</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the out-of-pocket purchase of books.
<u>O-Copies/Printing</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the out-of-pocket purchase of copying or printing services.
<u>O-Fleet Vehicle Fuel</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the out-of-pocket purchase of gas for one or more of the University’s fleet vehicles.
<u>O-Fleet Vehicle Repair/Clean</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the repair or cleaning of one or more of the University’s fleet vehicles.
<u>O-Group Meals Non Travel Employee</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for group meal provided to employees and must submit a Request for Authorization to Provide on Campus Group Meals for prior approval.
<u>O-Group Meals Non Travel Non Employee</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for group meal provided to non-employees and must submit a Request for Authorization to Provide on Campus Group Meals for prior approval.
Expense Type	You would select this expense type when...
<u>O-Instructional/Lab Supplies</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the out-of-pocket purchase of instructional or lab materials.
<u>O-Licenses</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for a purchased license for a piece of software or cloud application.
<u>O-Membership</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the out-of-pocket purchase of a membership fee.
<u>O-Other Misc Expenses</u>	<ul style="list-style-type: none"> • This would include any non-travel expense that doesn’t match any of the provided expense types. • NOTE: Description will be a required field on the Expense Report.
<u>O-Postage</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the out-of-pocket postage costs of any package mailed off for University business.



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<u>O-Registration</u>	<ul style="list-style-type: none"> You are seeking reimbursement for the out-of-pocket cost of a registration fee.
<u>O-Repairs and Maintenance</u>	<ul style="list-style-type: none"> To report the out-of-pocket costs for a repair company.
<u>O-Shipping and Handling</u>	<ul style="list-style-type: none"> You are seeking reimbursement for the out-of-pocket cost for shipping and handling (via Fedex or UPS).
<u>O-Software</u>	<ul style="list-style-type: none"> You are seeking reimbursement for the out-of-pocket cost of purchasing a piece of software or application.
<u>O-Subscription</u>	<ul style="list-style-type: none"> You are seeking reimbursement for the out-of-pocket cost of a subscription fee.
<u>O-Supplies and Materials</u>	<ul style="list-style-type: none"> You are seeking reimbursement for the out-of-pocket purchase of any office supplies or materials.
<u>O-Telecom Cellular</u>	<ul style="list-style-type: none"> You are seeking reimbursement for the out-of-pocket cost for Telecom's cellular services.
<u>O-Telecom Data/Internet</u>	<ul style="list-style-type: none"> You are seeking reimbursement for the out-of-pocket cost for usage of Telecom's internet or data services.
<u>O-Telecom Pager</u>	<ul style="list-style-type: none"> You are seeking reimbursement for the out-of-pocket cost for usage of Telecom's pager.
Expense Type	You would select this expense type when...
<u>F- Food for Official Research</u>	<ul style="list-style-type: none"> You are seeking reimbursement for official research use as approved by an Institutional Research Board (IRB) or food that is integral to or subject of research. Food purchased to study decay, food purchased to bait traps used in the research field.
<u>F- Food – Organizational Mission</u>	<ul style="list-style-type: none"> You are seeking reimbursement for food products purchased in support of organizational mission in service of its customers. Examples: 4-H Units, Legion Pool Concession, McPhaul Center
<u>F- Sanctioned Student Events</u>	<ul style="list-style-type: none"> Events sponsored by recognized student groups and other campus events open to the general student body and designed to further the development and education of students. Allowable examples: Coffee Hour, Variety Show, Concert
<u>F- Classroom & Academic Program</u>	<ul style="list-style-type: none"> Food that is an integral part of the instructional methodology Examples: Culinary Science and Nutrition course, Food Science and Technology course
<u>F- Student Recruit Events</u>	<ul style="list-style-type: none"> Food provided to potential students and their parents/guardians at events designed to encourage the student to attend UGA
<u>F- Volunteer Events</u>	<ul style="list-style-type: none"> You are seeking reimbursement for food for volunteers in those instances where a quid pro quo relationship exists. Example: a unit may have a volunteer advisory board for the purpose of obtaining advice, support and expertise from members of the community as it relates to an academic program.
<u>F- Safety Products</u>	<ul style="list-style-type: none"> You are seeking water or hydration products as required by OSHA or as necessary to prevent serious harm to an employee, student, or volunteer.



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<u>F- Education or Business Mtg</u>	<ul style="list-style-type: none"> You are seeking reimbursement for a program, event or meeting involving predominantly non-employees where attendance by the employee is essential and in furtherance of an official institutional program, and the meal is an integral part of the meeting, an employee can partake in the meal.
<u>F- Hosted Conference & Workshop</u>	<ul style="list-style-type: none"> You are seeking reimbursement for purchases in support of hosting conferences and workshops. Registration fees collected may be used for meals and breaks which are an official and integral component of the conference or workshop.
<u>F- Employee Group Meals</u>	<ul style="list-style-type: none"> Under certain infrequent circumstances, employees may be required to remain at the work site during mealtime, such as emergencies and events limiting access to outside meal resources. Authorized group meal expenditures are limited to the purchase of meals only and do not include snacks. Purchase of group meals should be approved by the head of the organization, or his/her designee, prior to the date of the event (for non-emergency situations).
<u>F- Contract Hospitality</u>	<ul style="list-style-type: none"> You are seeking reimbursement related to events that provide food for performers as required per the terms of a contract agreed upon by UGA. The event must be in conjunction with a sponsored UGA event.
<u>F- Business Entertainment</u>	<ul style="list-style-type: none"> You are seeking reimbursement for expenses for events such as Lunch to interview a prospective employee, reception for faculty and students to display student work that is open to the public. <u>At least one non-employee</u> must be in attendance.

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 or 706-542-0202 (option 2).