

Business Expense Checklist

Conferences - Domestic

- All receipts for Travel must be itemized with payment method.
- Airfare – Must have the airline name, travel dates, times, cost
 - Per UM policy preferential seating and travel insurance are unallowable costs
 - If travel will extended for non-business related days, traveler must present a comparable airfare quote for only the conference dates, one day before, one day after.
- Baggage/Airline Fees
- Registration Fees
- Hotel – itemized hotel bill, with payment method listed.
 - Air B&B, not allowable per UM Policy
- Ground Transportation: Taxi, UBER, Lyft, receipt, with explanation of business relation for trip. (Per diem already covers travel to and from meals)
- Car Rental - compact or mid-size car
- Gas for Auto Rentals
- Parking
- Per Diem on travel days is automatically deducted in Workday when entering travel departure and arrival time.
- Per Diem (Automatically populate in Workday, no longer need to print GSA page)
 - Domestic Per Diem Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Conference Program with dates of event

☐ Conferences - International

- International Travel report via <https://www.internationalsos.com/>
- Per Diem (Automatically populate in Workday, no longer need to print GSA page)
 - International Per Diem Rates: https://aoprals.state.gov/web920/per_diem.asp
- Foreign expenses – Most used Oanda <https://www.oanda.com/currency/converter/>

Workday Report

FIN-ACC-Transaction Audit-P&L by Organization (Management Budget)

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Instructions: Please enter Cost Center, Program, Project or Gift.
Always select the month of May for the Fiscal Year Budget.

Organization: * Program: PG003759 Management Science

Period: * FY2018 - Feb

Time Period: * Current Period YTD

Book: [Dropdown]

Journal Source: [Dropdown]

Eliminations Only:

Budget Year: * FY2018 - May

Filter Name: [Text Box]

Manage Filters: 0 Saved Filters [Save]

Ledger Account	Budget	Commitments	Obligations	Debit	Credit	Actuals Total	Balance
Travel	15,588.00	0.00	0.00	7,346.60	0.00	7,346.60	8,241.40
Travel (Level 8)	15,588.00	0.00	0.00	7,346.60	0.00	7,346.60	8,241.40
8610:Travel and Entertainment	15,588.00	0.00	0.00	7,346.60	0.00	7,346.60	8,241.40
SC08611 - Employee Domestic Travel	0.00	0.00	0.00	333.00	0.00	333.00	(333.00)
SC08613 - Non-Employee Domestic Travel	12,000.00	0.00	0.00	3,320.30	0.00	3,320.30	8,679.70
SC08624 - Entertainment - Food, Beverage, Reception	3,500.04	0.00	0.00	3,081.64	0.00	3,081.64	418.40
SC08625 - Entertainment - Other	87.96	0.00	0.00	0.00	0.00	0.00	87.96
SC08633 - Recruiting - Faculty	0.00	0.00	0.00	611.66	0.00	611.66	(611.66)