

## University of Washington Travel Office

### ARIBA eTravel Changes 1/19/2017

All implemented changes are based on concerns regarding compliance with the State travel policy and various Federal Agency requirements, feedback from campus, and data compiled over the last two years.

We will continue to address policy concerns and campus feedback with future ARIBA eTravel enhancements.

Please send all questions and concerns to [traveluw@uw.edu](mailto:traveluw@uw.edu)

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### Mileage Line Item Changes

Type, origin, and destination information will not be required within the line item details. These fields have been removed in anticipation of the upcoming mileage policy changes in March 2017, which will be aligned with the documentation requirements set by the State policy. The pertinent information regarding origin, destination, purpose of trip, date, and mileage verification will need to be on a mileage log or verified with an online source. As a result, we are eliminating the redundant data entry requirement in the mileage line item.

The image below on the left is the *current* state for the mileage line item.

The image below on the right is the *future* state of the mileage line item.

The image displays two side-by-side screenshots of a mileage line item form, illustrating the transition from the current state to the future state.

**Current State (Left):** The form is titled "Item #2 Details" and shows a "Mileage" line item. Fields include: Paid By: Traveler; Expense Type: Mileage; Amount: \$0.00 USD; Description: \* Mileage; Date: 01/09/2017; Miles: 0; Type: Point-to-Point (selected); Origin: [Redacted]; Destination: [Redacted]; Mileage Information: Combining multiple trips? Mileage; Reimbursement Rate: \$0.535 USD; Override Amount: [Redacted] USD; Account Code: 041200 (PRIVATE AUTO MILEAGE); Accounting: [Edit]. A red box highlights the Type, Origin, and Destination fields.

**Future State (Right):** The form is titled "Item #1 Details" and shows a "Mileage" line item. Fields include: Paid By: Traveler; Expense Type: Mileage; Amount: \$0.00 USD; Description: \* Mileage; Date: 01/09/2017; Miles: 0; Mileage Information: Combining multiple trips? Mileage; Reimbursement Rate: \$0.535 USD; Override Amount: [Redacted] USD; Account Code: 041200 (PRIVATE AUTO MILEAGE); Accounting: 013761 (TRAVEL) Bien:2015 2080302042 (TRAVEL) Bien:2015 [Edit]. The Origin and Destination fields are removed.

# University of Washington Travel Office

## New Claimant Field

In the past, when a traveler has paid for another traveler, we have asked campus to manually add a comment with the name, duty station, and purpose of trip of the person they paid for.

With the Claimant enhancement, we are hoping to streamline the process. We are hoping to limit the number of denials due to a missing comment for a claimant. The current manual process is not reasonable to campus users that work hard to ensure department compliance.

The image below shows the new features for when an expense is paid on the behalf of another.

Trip Name:

Type of Traveler:

Traveler/Claimant:

Claiming Expenses On Behalf Of Another?  Yes  No

Additional Traveler Information:

For example, if Robert J Lee paid the airfare for Teresa Athan, I would select "Yes" and enter the name, purpose of trip, and duty station of the person Robert J Lee paid for. See the filled out example below.

Trip Name:

Type of Traveler:

Traveler/Claimant:

Claiming Expenses On Behalf Of Another?  Yes  No

Additional Traveler Information:

### Foreign National UW Students

Non-resident alien information will not be required when submitting expense reports for UW Students.

The image below is for the *current* state for “UW Student”. It requires information regarding the UW Student’s visa status.

The screenshot shows a web form with three tabs: 'Summary', 'Approval Flow', and 'Policy Violations'. The 'Summary' tab is active. The form contains the following fields:

- Trip Name: UW Student Example, Current State
- Type of Traveler: UW Student (dropdown menu)
- Traveler/Claimant: Lisbeth Salander (text input)
- US Citizen/Green Card:  Yes  No
- NRA Info: [NRA Info](#) (link)
- Visa Type/Status: J-1 (dropdown menu)
- Personal Time Taken:  Yes  No

A red rectangular box highlights the 'US Citizen/Green Card', 'NRA Info', and 'Visa Type/Status' fields.

The image below is for the *future* state for “UW Student”. It will not require information regarding the UW Student’s visa status.

The screenshot shows a web form with three tabs: 'Summary', 'Approval Flow', and 'Policy Violations'. The 'Summary' tab is active. The form contains the following fields:

- Trip Name: UW Student Example, Future State
- Type of Traveler: UW Student (dropdown menu)
- Traveler/Claimant: Lisbeth Salander (text input)
- Claiming Expenses On Behalf Of Another?:  Yes  No
- Personal Time Taken:  Yes  No

### Non-Resident Alien Link Renamed

We currently have a link out to our website which lists the required documentation when reimbursing a Non-Resident Alien. Many new employees ask us why we link out to the National Rifle Association. The abbreviation is associated with a specific organization and should not be used in our form to abbreviate Non-Resident Alien.

Trip Name:	Current State
Type of Traveler:	Non-UW
<b>**Individuals Only - No vendors</b>	
Traveler/Claimant: 	Lisbeth Salander
US Citizen/Green Card:	<input type="radio"/> Yes <input checked="" type="radio"/> No
NRA Info:	<a href="#">NRA Info</a>
Visa Type/Status:	J-1

We have renamed the link to “Foreign National Documentation”, which will be clear and provide easy access to the documentation required for the expense report.

Trip Name:	Future State
Type of Traveler:	Non-UW
<b>**Individuals Only - No vendors</b>	
Traveler/Claimant: 	Lisbeth Salander
US Citizen/Green Card:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Foreign National Documentation:	<a href="#">Foreign National Documentation</a>
Visa Type/Status:	J-1

**Foreign National Attestation Change**

Whenever “No” is selected for the question asking “US Citizen/Green Card?”, additional language will be populated in the attestation regarding consent for campus to access the electronic I-94.

<p><b>Total Amount Due: \$267.50 USD</b></p> <p><b>By signing this document, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses.</b></p> <p><b>I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.</b></p> <p>_____</p> <p><b>Traveler Signature</b></p>	<p>ER364544</p>
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# University of Washington Travel Office

## Required Wire Fee Information

Added new required details for wire payments, based on campus usage and feedback.

- Wire Fee:  Charge To Budget  
For this option, a \$100 expense report will total \$115 in total expenses. \$100 travel reimbursement and a \$15 wire fee.
- Reduce Expense Report Amount By Fee  
For this option, a \$100 expense report will total \$100 in total expenses. \$85 travel reimbursement and a \$15 wire fee. The reduction is not automatic, and is manually done by the A/P Wire Desk.  
This option populates special text in the signature box.
- Already Taken From Expense Report  
For this option, an \$85 expense report will total \$100 in total expenses. \$85 travel reimbursement and a \$15 wire fee.

Wire Fee Budget: Free form text field, enter the budget(s) Accounts Payable can charge the wire fee. All three options from the "Wire Fee" will require a budget to be charged.

All examples for the Wire Fee options above assume that the wire transfer is not rejected by the recipient's bank, and there are no further wire fees or rejection fees.

The image below is small and detailed, it is only included to highlight where the new fields are. Larger images are on the next three pages.

The image shows a screenshot of a travel expense report form. The form is divided into several sections. On the left, there are fields for 'Trip Name' (Wire Example), 'Type of Traveler' (Non-UW), 'Traveler/Claimant' (Lisbeth Salander), 'US Citizen/Green Card' (Yes/No), 'Foreign National Documentation' (Foreign National Documentation), 'Visa Type/Status' (Not entering/leaving U.S.), 'Claiming Expenses On Behalf Of Another?' (Yes/No), 'Personal Time Taken' (Yes/No), 'Personal Time Info' (Personal Time), 'Purpose of Trip' (To meet with research collaborator Mikael Blomkvist), 'Business Location' (Malmö, Sweden), 'Business Dates' (12.24.16 > 1.2.17), and 'What receipts are required?' (http://fz.washington.edu/fm/travel/receipts). On the right, there are fields for 'Company Expenses' (\$267.50 USD), 'Personal Expenses' (\$0.00 USD), 'Reimbursement Amount' (\$267.50 USD), 'Home Address (city/state)' (Stockholm, SE), 'Duty Station (city/state)' (Stockholm, SE), 'Address Type' (Domestic/Foreign/UWBox/Wire), 'Employee Number' (047000701), and 'Wire Info' (Charge To Budget/Reduce Expense Report Amount By Fee/Already Taken From Expense Report). The 'Wire Fee' and 'Wire Fee Budget' fields are highlighted with a red box.

Required Wire Fee Information

The image below shows what changes the Wire Fee option “Charge To Budget” will make to the printable expense report.

Wire Fee:	<input checked="" type="radio"/> Charge To Budget <input type="radio"/> Reduce Expense Report Amount By Fee <input type="radio"/> Already Taken From Expense Report
Wire Fee Budget:	01-3761

**Total Amount Due: \$267.50 USD**

**By signing this document, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses.**

**I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.**

\_\_\_\_\_

Traveler Signature

ER364544

Bank Name	
Bank Swift code or routing number (if US)	
Account Number	
Account Name	
Intermediary Bank (if there is one)	
IBAN if available	
Bank branch if available	
Beneficiary Address	
Wire Fee	Charge To Budget
Wire Fee Budget	01-3761

Required Wire Fee Information

The image below shows what changes the Wire Fee option “Reduce Expense Report Amount By Fee” will make to the printable expense report.

Wire Fee:  Charge To Budget  
 Reduce Expense Report Amount By Fee  
 Already Taken From Expense Report

Wire Fee Budget:

**Total Amount Due: \$267.50 USD**

**By signing this document, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses.**

**I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.**

**I authorize the University of Washington to deduct the wire transfer fee from my travel reimbursement. I understand that there may be additional fees charged by my own bank.**

\_\_\_\_\_ ER364544  
 Traveler Signature

Bank Name	
Bank Swift code or routing number (if US)	
Account Number	
Account Name	
Intermediary Bank (if there is one)	
IBAN if available	
Bank branch if available	
Beneficiary Address	
Wire Fee	Reduce Expense Report Amount By Fee
Wire Fee Budget	01-3761

University of Washington Travel Office

Required Wire Fee Information

The image below shows what changes the Wire Fee option “Already Taken From Expense Report” will make to the printable expense report.

Wire Fee:	<input type="radio"/> Charge To Budget <input type="radio"/> Reduce Expense Report Amount By Fee <input checked="" type="radio"/> <b>Already Taken From Expense Report</b>
Wire Fee Budget:	01-3761

**Total Amount Due: \$267.50 USD**

**By signing this document, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses.**

**I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.**

\_\_\_\_\_

Traveler Signature

ER364544

Bank Name	
Bank Swift code or routing number (if US)	
Account Number	
Account Name	
Intermediary Bank (if there is one)	
IBAN if available	
Bank branch if available	
Beneficiary Address	
Wire Fee	Already Taken From Expense Report
Wire Fee Budget	01-3761

### Gas Line Item Change

Added new mandatory question, "Used for personal vehicle?"

The Washington State policy only allows the reimbursement of mileage for personal vehicle expenses. Due to this requirement, any agreement with travelers to reimburse gas instead of mileage, must be done on a mileage line item. Provide the required mileage verification, and over-ride the amount down to the gas expense. If the gas expense is greater than the mileage allowance, the overage amount is not reimbursable.

The example on the right shows a Gas Line Item that will be allowed through ARIBA, as the preparer has answered "No" to the new question.

Preparer should answer "No" if the gas expense is related to a car rental, UCar, or Fleet Services.

The example on the right shows a Gas Line Item that will **NOT** be allowed through ARIBA, as the preparer has answered "Yes" to the new question. The reason for the hard stop and guidance will pop-up near the top.

"Gas for personal vehicles must be processed as mileage, with mileage documentation, and written down to the gas amount."

This screenshot shows the 'Item #6 Details' form for a Gas Line Item. The form includes fields for Date (01/06/2017), Paid By (Traveler), Expense Type (Gas), Amount (\$0.00 USD), and Description (Gas). A new mandatory question, 'Used for personal vehicle?', is highlighted with a red box. The 'No' radio button is selected, indicating that the expense is not for a personal vehicle. The Account Code is 041600 (OTHER TRAVEL EXPENSES). Buttons for 'Add Item', 'Edit', and 'Done' are visible.

This screenshot shows the 'Item #6 Details' form for a Gas Line Item, identical to the one above. However, the 'Yes' radio button for the 'Used for personal vehicle?' question is selected, which triggers a warning message.

This screenshot shows the 'Item #6 Details' form for a Gas Line Item with a warning message overlay. The 'Used for personal vehicle?' question is highlighted with a red box, and the 'Yes' radio button is selected. A red arrow points from the warning message to the 'Yes' radio button. The warning message reads: "Gas for personal vehicles must be processed as mileage, with mileage documentation, and written down to the gas amount." Buttons for 'Continue', 'Exit', 'Add Item', 'Edit', and 'Done' are visible.

### Airfare Change Fee Interface

New dropdown options are available when a value is entered in the "Change Fee" field.

The five options are identical to the allowable choices in the [UW travel policy](#).

1. UW Business, requires justification
2. Cancelled conference/meeting/event
3. Airline cancelled flight
4. Death of a family member
5. Traveler's own illness

UW Business is the only choice that requires additional written justification. If traveler's reasoning does not fit any of the five options, the change/cancellation fees are not reimbursable. Please see images below.

This screenshot shows the 'Item #1 Details' form for an Airfare expense. The 'Change Fee' is set to \$200.00 USD. The 'Change Fee Reason' dropdown is currently set to 'No Choice'. A red box highlights the 'Change Fee Reason' dropdown and the 'Change Fee' field. A yellow arrow points from the 'Change Fee' field to the 'Change Fee Reason' dropdown. The 'Account Code' is 043100 (FOREIGN - AIR FARE) and the 'Accounting' button is visible.

Image below shows the required justification for "UW Business".

The image below shows the new menu.

This screenshot shows the 'Item #1 Details' form with the 'Change Fee Reason' dropdown menu expanded. The menu options are: 'No Choice', 'UW Business', 'Cancelled conference/meeting/event', 'Airline cancelled flight', and 'Traveler's own illness'. The 'UW Business' option is highlighted in blue. A red box highlights the dropdown menu and the 'Change Fee' field. A yellow arrow points from the 'Change Fee' field to the 'UW Business' option.

This screenshot shows the 'Item #1 Details' form with the 'Change Fee Reason' dropdown set to 'UW Business'. A new 'Change Fee Justification' text area has appeared below the dropdown. A red box highlights the 'Change Fee Reason' dropdown and the 'Change Fee Justification' text area. A yellow arrow points from the 'Change Fee Reason' dropdown to the 'Change Fee Justification' text area. The 'Account Code' is 043100 (FOREIGN - AIR FARE) and the 'Accounting' button is visible.

# University of Washington Travel Office

## Per Diem Advance

Changes have been made to the Per Diem Advance line item to correct the due date. In 2016, the per diem advance policy was aligned with the State policy of having a 60-day reconciliation deadline.

The images below show the updated accounting due dates for the per diem advance request lodging and per diem advance meals line items.

The image displays two side-by-side screenshots of a travel system interface. The left screenshot shows the details for a 'Per Diem Advance Request - Lodging' item, and the right screenshot shows the details for a 'Per Diem Advance Request - Meals' item. Both screenshots have a red box highlighting the 'Accounting Due Date' field, which is set to 'Fri, 31 Mar, 2017'.

Field	Per Diem Advance Request - Lodging	Per Diem Advance Request - Meals
Date:	01/06/2017	01/06/2017
Expense Type:	Per Diem Advance Request - Lodging	Per Diem Advance Request - Meals
Amount:	\$350.00 USD	\$128.00 USD
Description:	* Per Diem Advance Request - Lodging	* Per Diem Advance Request - Meals
Travel Destination:	<input type="radio"/> In-State <input checked="" type="radio"/> Out-of-State <input type="radio"/> Foreign/HI/AK	Out-of-State
Location:	CALIFORNIA [ select ]	* CALIFORNIA (Sat, 1 Oct, 2016)
County Info:	County Info	County Info
Check-in Date:	Sun, 29 Jan, 2017	* Sun, 29 Jan, 2017
Check-out Date:	Tue, 31 Jan, 2017	* Tue, 31 Jan, 2017
Number of Nights:	2	
Max Allowed:	\$175.00 USD	
Override Amount:	<input type="text"/> USD	<input type="text"/> USD
Accounting Due Date:	Fri, 31 Mar, 2017	Fri, 31 Mar, 2017
Account Code:	045000 (ADVANCES)	045000 (ADVANCES)
Accounting:	013761 (TRAVEL) Bien:2015 2080302042 (TRAVEL) Bien:2015	013761 (TRAVEL) Bien:2015 2080302042 (TRAVEL) Bien:2015

## Per Diem Advance

We also changed the Traveler's attestation when an employee approves a per diem advance request. It will only be viewable as the traveler.

### Warning

This request has generated warnings; review the warnings.

 **Alert: I certify that I have read and agree to comply with the Per Diem Advance procedures on the Travel Office website. I understand that any unauthorized expenditure of funds advanced to me may be considered misappropriation of public funds. If the final accounting for the Per Diem Advance is not received 60 days after the trip, I understand that the State of Washington is authorized to deduct any and all funds outstanding through Payroll deduction. <http://www.ofm.wa.gov/policy/10.80.htm>**

OK

Cancel

### Lodging Exception Renamed

Lowest Cost Overall will be renamed to Comparative Advantage. The original name was an attractive option based on word association, and we hope to reduce the amount of denials due to confusion about how the policy is applied. Additional website documentation will follow in the near future with examples of what is acceptable based on the State policy.

**Justify Violation**

 **Policy Violation:** Lodging Per Diem Policy, daily rate exceeds maximum allowed

Justification:

- Comparative Advantage ▼
- ADA or Safety/Health
- Comparative Advantage**
- Conference Hotel
- Non-UW Traveler
- Special Event or Disaster
- Suite Required

### Car Rental Line Item Changes

Car types have been added to help differentiate SUVs, vans, and trucks.

**Add Item** | **Item #1 Details**

Car Rental

Paid By: Traveler

Expense Type: Car Rental

Amount: \$0.00 USD

[Currency exchanges rates](#)

Description: \* Car Rental

Traveler is sole driver:  Yes  No

Car Rental Information: Car Rental

Pick Up: \*

Drop Off: \*

Car Rental Fee: USD

Agency Fee: USD

Car Type: **Compact**

- Compact
- Standard
- Fullsize
- SUV**
- Van/Truck
- Other

Account Code: (ENTAL)

Accounting: **Edit**

**Done**

**Add Item** | **Item #1 Details**

Car Rental

Paid By: Traveler

Expense Type: Car Rental

Amount: \$0.00 USD

[Currency exchanges rates](#)

Description: \* Car Rental

Traveler is sole driver:  Yes  No

Car Rental Information: Car Rental

Pick Up: \*

Drop Off: \*

Car Rental Fee: USD

Agency Fee: USD

Car Type: **SUV**

Justification:

Account Code: **041300 (CAR RENTAL)**

Accounting: **Edit**

**Done**

**Add Item** | **Item #1 Details**

Car Rental

Paid By: Traveler

Expense Type: Car Rental

Amount: \$0.00 USD

[Currency exchanges rates](#)

Description: \* Car Rental

Traveler is sole driver:  Yes  No

Car Rental Information: Car Rental

Pick Up: \*

Drop Off: \*

Car Rental Fee: USD

Agency Fee: USD

Car Type: **Compact**

- Compact
- Standard
- Fullsize
- SUV
- Van/Truck**
- Other

Account Code: (ENTAL)

Accounting: **Edit**

**Done**

**Add Item** | **Item #1 Details**

Car Rental

Paid By: Traveler

Expense Type: Car Rental

Amount: \$0.00 USD

[Currency exchanges rates](#)

Description: \* Car Rental

Traveler is sole driver:  Yes  No

Car Rental Information: Car Rental

Pick Up: \*

Drop Off: \*

Car Rental Fee: USD

Agency Fee: USD

Car Type: **Van/Truck**

Justification:

Account Code: **041300 (CAR RENTAL)**

Accounting: **Edit**

**Done**

## Line Items Added

Abstract Fee, object code 04-16-00, use for abstract fees related to travel.

This screenshot shows the 'Abstract Fee' line item form. The form is titled 'Item #6 Details' and has a dropdown menu set to 'Abstract Fee'. The fields are: Date: 01/06/2017; Paid By: Traveler; Expense Type: Abstract Fee; Amount: \$0.00 USD; Description: \* Abstract Fee; Account Code: 041600 (OTHER TRAVEL EXPENSES); Accounting: Edit. A 'Done' button is at the bottom right.

Mailing/Shipping, object code 04-16-00, use for mailing/shipping costs related to travel.

This screenshot shows the 'Mailing/Shipping' line item form. The form is titled 'Item #6 Details' and has a dropdown menu set to 'Mailing/Shipping'. The fields are: Date: 01/06/2017; Paid By: Traveler; Expense Type: Mailing/Shipping; Amount: \$0.00 USD; Description: \* Mailing/Shipping; Account Code: 041600 (OTHER TRAVEL EXPENSES); Accounting: Edit. A 'Done' button is at the bottom right.

Non-Incidental Supplies, object code 04-16-00, use for all non-incidentals supplies required for travel. We are specifying non-incidentals, as incidental costs are reimbursed within the federal meals and incidentals expenses rate.

This screenshot shows the 'Non-Incidental Supplies' line item form. The form is titled 'Item #6 Details' and has a dropdown menu set to 'Non-Incidental Supplies'. The fields are: Date: 01/06/2017; Paid By: Traveler; Expense Type: Non-Incidental Supplies; Amount: \$0.00 USD; Description: \* Non-Incidental Supplies; Account Code: 041600 (OTHER TRAVEL EXPENSES); Accounting: Edit. A 'Done' button is at the bottom right.

### Line Items Added

Printing, object code 04-16-00, use for printing expenses related to travel.

The screenshot shows the 'Add Item' form with the following details:

- Expense Type: Printing
- Amount: \$0.00 USD
- Description: \* Printing
- Account Code: 041600 (OTHER TRAVEL EXPENSES)
- Accounting: Edit

Wi-Fi, object code 04-16-00, can be interchangeable with internet fees.

The screenshot shows the 'Add Item' form with the following details:

- Expense Type: Wi-Fi
- Amount: \$0.00 USD
- Description: \* Wi-Fi
- Account Code: 041600 (OTHER TRAVEL EXPENSES)
- Accounting: Edit

64x, object code 04-16-00, use for travel expense reimbursed on a 64x budget.

The screenshot shows the 'Add Item' form with the following details:

- Expense Type: 64x
- Amount: \$0.00 USD
- Description: \* 64x
- Account Code: 041600 (OTHER TRAVEL EXPENSES)
- Accounting: Edit

The 'Item Details' page lists the following categories for expense items:

- 1. Per Diem Advance**  
[Per Diem Advance Received](#), [Per Diem Advance Request - Lodging](#), [Per Diem Advance Request - Meals](#)
- 2. Transportation**  
[Airfare](#), [Car Rental](#), [Car Service](#), [Ferry](#), [Gas](#), [Mileage](#), [Public Transportation](#), [Rail](#), [Seat Fee](#), [Shuttle](#), [Tolls](#)
- 3. Lodging**  
[Lodging Per Diem](#)
- 4. Meals**  
[Living Allowance](#), [Meal Per Diem](#), [Meals Paid for Others](#)
- 5. Conference**  
[Registration](#)
- 6. Miscellaneous**  
[64x](#), [Abstract Fee](#), [Baggage Fee](#), [Banquet Meals](#), [Immunizations](#), [Internet Fees](#), [Laundry](#), [Mailing/Shipping](#), [Membership](#), [Non-Incidental Supplies](#), [Parking](#), [Printing](#), [Telephone](#), [Visa/Passport Fees](#), [Wi-Fi](#)

Line Items Removed

Other Ground

Other Misc