

# NON TRAVEL RELATED BUSINESS EXPENSE REIMBURSEMENT

## NEW BUSINESS PURPOSE:

The new Business Purpose of "Non Travel" should be selected for reimbursement of expenses when travel is not involved.



## NEW/UPDATE EXPENSE TYPES:

The following new expense types should be selected for reimbursement of expenses when travel is not involved:

Business Svc rPhone       Miscellaneous

<input checked="" type="checkbox"/> Business Svc Copies	<input checked="" type="checkbox"/> **Moving Expenses
<input checked="" type="checkbox"/> Business Svc- Fax	<input checked="" type="checkbox"/> REG Conference/Seminar
<input checked="" type="checkbox"/> Business Svc rPostage	<input checked="" type="checkbox"/> Supplies

\*\*If selecting "Moving Expenses" please see the [Guide to complete an Expense Report claiming Moving Expenses](#)\*\*

