

Expense Reports - Helpful Hints

The Purpose Field should always contain the 5 W's:

- Who** is the expense report for
(including title or role if a student)
⇒ e.g., *"Bob Smith, Professor"*
- What** the expense report contains
⇒ e.g., *"Various expenses related to conference trip"*
- Where** the expense occurred
⇒ e.g., *"ICSE conference, Vienna, Austria"*
- When** the expenses took place
(for a trip this will be a date range)
⇒ e.g., *"May 1 - 10, 2011"*
- Why** the expense was incurred
⇒ (e.g., *"Dr. Smith was the invited keynote speaker"*)

Taken together this would look like:

- ⇒ *"Various expenses for Bob Smith, Professor, related to trip to ICSE conference in Vienna, Austria, May 1-10, 2011, where Dr. Smith was the invited keynote speaker."*

For each and every expense contained within the ER, each Justification Field should **also** include the 5W's. The best bet here will simply be to copy and paste from the Purpose Field to augment specifics about each individual expense.

PCard Reconciliation - Helpful Hints

The Purpose Field should be left **blank**. For each and every line within the PRC, each Justification Field should include the 5 W's:

- Who** was the purchase made for (including title or role if a student)
⇒ e.g., *"Bob Smith, Professor"*
- What** was purchased in detail
⇒ e.g., *"Case of printer paper and toner refill for Dr. Smith's HP printer"*
- Where** the item was purchased **and** where it will be used
⇒ e.g., *"from Amazon.com, for use at 300 S. Craig"*
- When** the item was purchased (the date on the invoice or receipt, which may not be the transaction date)
⇒ e.g., *"May 1, 2011"*
- Why** the expense was incurred (the business purpose)
⇒ e.g., *"to enable printing of CMU-related documents"*

Taken together this would look like:

- ⇒ *"Case of printer paper and toner refill for Dr. Bob Smith's (Professor) office HP printer from Amazon.com on May 1, 2011, to enable printing of CMU-related documents at 300 S. Craig."*

