

Section 4 – Expense Item Chart

Expense Item Chart				
Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Admission Fees-Non Travel	SC0168 Admission Fees/Tickets	Budget Pool - General Operating Broadway, Six Flags and Museum tix ... etc	Other Expenses	Used for Admission fees for parks, museums, etc. Not to be used for training events or conferences.
Admission Fees-Travel	SC0243 Travel	Budget Pool - Travel	Travel	
Airfare	SC0289 Airfare	Budget Pool - Travel	Travel	Please refer to the linked policy of the Fly America Act for Federal Grant related Airline travel
Airfare Class Upgrade Fee	SC0289 Airfare	Budget Pool - Travel	Travel	
Baggage Fees	SC0289 Airfare	Budget Pool - Travel	Travel	
Books	SC0127 Books	Budget Pool - General Operating	Other Expenses	
Car Rental	SC0290 Car Rental	Budget Pool - Travel	Travel	
Catering-off Campus	SC0003 Off campus Catering Services	Budget Pool - General Operating	Other Expenses	Must include list of attendees.
Catering-on Campus	SC0002 Catering Food Services	Budget Pool - General Operating	Other Expenses	
Change Ticket Fee	SC0289 Airfare	Budget Pool - Travel	Travel	
Coop Teacher Payment	SC0166 Stipends	Budget Pool - Financial Aid	Other Expenses	
Corp Credit Card Personal Expense	SC0243 Travel	Budget Pool - Travel	Other Expenses Travel	Only use this item when MSU Corporate credit card was used for personal expense. This will create a personal liability to MSU that requires a return of funds to the University by the employee.

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Domestic Meals (Multi-day Per Diem)	SC0292 Meals	Budget Pool - Travel	Travel	<p>Consult the Federal GSA website https://www.gsa.gov to obtain the per diem meals rates for your destination. Calculate total amount for trip and enter here.</p> <p>Expense Report Instructions - Please select the correct eligibility (required) within the Travel Journal. First and last day of travel must be listed as "half days" and will be reimbursed at 75%. If meals are provided, "not eligible" must be selected.</p> <p>Please Note that the Travel Journal is not available on the Spend Authorization</p>
Dues/Memberships	SC0123 Memberships/Dues (No Req usage)	Budget Pool - General Operating	Other Expenses	
Employee Tuition Reimbursement	SC0481 Professional Training & Development		Other Expenses	<p>Employee Tuition Reimbursement Expense Item can only be used with Cost Center CC10307. Please remove all of the costing information (Cost Center, Division, and the Additional Worktags such as Fund, Program, etc.) and add CC10307 to Cost Center field. Once the Cost Center is added, the other correct worktags (Division and the Additional Worktags) will automatically populate. The employee submitting the expense report must attach proof of payment (receipt) and their grade point average (GPA) for each course.</p> <p>For Spend Classification, please select Non-travel.</p> <p>Please do not itemize - add a new expense line for each course.</p>
Food Supplies	SC0171 Food Supplies	Budget Pool - General Operating	Other Expenses	
Gift Card	SC0070 Incentives	Budget Pool - General Operating	Other Expenses	Not to be dispersed to employees
Grant Research Supplies	SC0172 Office Supplies	Budget Pool - General Operating For both University's on-line office supply contract (punch-out) and non-catalog requests.	Other Expenses	For Grant use only

Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Group Meals	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	Groups Meals above GSA rates will require additional approvals
Group Meals-Non-Travel	SC0003 Off-campus Catering Services	Budget Pool - General Operating	Other Expenses	Groups Meals above GSA rates will require additional approvals All attendees must be listed. Team sports can attach a roster.
Hotel-Business Center	SC0291 Lodging	Budget Pool - Travel	Travel	
Incentives	SC0070 Incentives	Budget Pool - General Operating	Other Expenses	Used for research incentives.
Incidentals	SC0243 Travel	Budget Pool - Travel	Travel	Only to be used for 5.00/travel incidentals when not using Multiday per diem.
Int'l Visa Fee Non-Travel	SC0263 International Visa Processing	Budget Pool - General Operating	Other Expenses	
Int'l Visa Fee-Travel	SC0243 Travel	Budget Pool - Travel	Travel	
International Meals	SC0292 Meals	Budget Pool - Travel	Travel	Consult the Federal GSA website https://aoprals.state.gov/content.asp?content_id=184&menu_id=78 to obtain the per diem meals rates for your destination. Please provide the Travel location in the memo.
Internet Service	SC0247 Utilities - Cable/ Internet & Satellite Services	Budget Pool - Utilities	Other Expenses	
Internet Service-Travel	SC0243 Travel	Budget Pool - Travel	Travel	To be used for internet service while traveling.
Lab supplies	SC0146 Laboratory Supplies	Budget Pool - General Operating	Other Expenses	Please add the name of the Merchant used to purchase the item.
Laundry	SC0243 Travel	Budget Pool - Travel	Travel	
Lodging	SC0291 Lodging	Budget Pool - Travel	Travel	Check GSA rates at https://www.gsa.gov/travel/plan-book/per-diem-rates If your hotel is not listed, please choose Other.

Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Marketing Copying/Printing	SC0118 Print Marketing Items	Budget Pool - Advertising and Marketing	Other Expenses	
Mileage	SC0243 Travel	Budget Pool - Travel	Travel	
Mileage (New Jersey Grant Travel)	SC0243 Travel	Budget Pool - Travel	Travel	For New Jersey Grant Travel only
Mileage- O/S Conversion	SC999C Cash Conversion		Travel	
Non-Marketing Copying/Printing	SC0181 Print (Non Marketing) Items	Budget Pool - General Operating Printed paper materials for use by MSU internally such as lab notes, manuals, etc.	Other Expenses	
Non Per Diem Meals-Breakfast	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	To be used in lieu of Per Diem, when actual cost of meal is desired. Please note: Reimbursement may not be more than the GSA rate for destination location. http://gsa.gov/travel/plan-book/per-diem-rates
Non Per Diem Meals-Dinner	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	To be used in lieu of Per Diem, when actual cost of the meal is desired. Please note: Reimbursement may not be more than the GSA rate for the destination location. https://gsa.gov/travel/plan-book/per-diem-rates
Non Per Diem Meals-Lunch	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	To be used in lieu of Per Diem, when actual cost of meal is desired. Please note: Reimbursement may not be more than the GSA rate for destination location. https://gsa.gov/travel/plan-book/per-diem-rates
Non Travel-Registration/Training Fee	SC0030 Registrations	Budget Pool - General Operating	Other Expenses	

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Office Supplies	SC0172 Office Supplies	Budget Pool - General Operating For both University's on-line office supply contract (punch-out) and non-catalog requests.	Other Expenses	
Other Transportation	SC0290 Car Rental	Budget Pool - Travel	Travel	
Outside CONUS (Multi-day)	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	Please enter Per Diem Rates for Alaska, Hawaii, and U.S. Territories set by the Department of Defense. Please attach the applicable documentation for Per Diem rate.
Participant Cost-Grants	SC0261 Participant Costs		Other Expenses Travel	This expense item is for Grant use only.
Per Diem - Breakfast	SC0292 Meals	Budget Pool - Travel	Travel	
Per Diem - Dinner	SC0292 Meals	Budget Pool - Travel	Travel	
Per Diem - Lunch	SC0292 Meals	Budget Pool - Travel	Travel	
Postage	SC0262 Shipping & Freight/Bulk Mail	Budget Pool - General Operating	Other Expenses	
Real Estate Repair & Maintenance	SC0079 Equipment Repair & Maintenance Services	Budget Pool - General Operating		
Rental Car Fuel	SC0290 Car Rental	Budget Pool - Travel	Travel	
Room & Tax	SC0291 Lodging	Budget Pool - Travel		
Shipping & Freight	SC0262 Shipping & Freight/Bulk Mail	Budget Pool - General Operating	Other Expenses	

Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Space Rental	SC0139 Space Rental	Budget Pool - General Operating	Other Expenses	
Subscriptions	SC0170 Subscriptions - Non- Software (No req usage)	Budget Pool - General Operating	Other Expenses	
Telephone Reimbursement	SC0242 IT - Networking & Telecommuni cation Services	Budget Pool - General Operating	Travel	
Theater Production Supplies & Costumes	SC0183 Theater Production Costumes	Budget Pool - General Operating	Other Expenses	
Tolls/Parking	SC0243 Travel	Budget Pool - Travel	Travel	
Travel Registration/Tra ining Fee	SC0488 Registration - Travel		Travel	
Univ. Development Business Meals	SC0292 Meals	Budget Pool - Travel	Travel	For Univ. Development Use Only
Vehicle Towing Services	SC0258 Vehicle Towing Services	Budget Pool - General Operating	Travel	