

What e-Reimbursement Business Purpose to use:

Business:	Use this purpose for activities when traveling and performing regularly defined duties as part of the position, but which does not fall under the umbrella of another business purpose
Conference	For any special-purpose, large group meeting that may have a registration fee
Development.	For any expenses incurred to bring funds into the University, including donor relations. <i>Note:</i> Fund type Appropriation 101, General Program Operations-Doctoral Cluster, may not be used for this purpose.
Event	For hosted events sponsored by the University such as: colloquia, dinners, and receptions.
Field Work	For research conducted in a field of work such as, a botanist gathering plant samples.
Group	For any activity involving more than one participant (e.g. travel by an athletic team or a group of students on a field trip).
Job Applicant Interview	For a job applicant's expenses incurred as a result of the interview process for a university position. In-state rates apply to all job applicants.
Local Non-Overnight	For any business activity where one incurs travel expenses not associated with an overnight stay (e.g. meals, mileage, etc for a same day trip). The key is that it is non-overnight.
Recruiting **	For the University (e.g. recruiting student athletes, graduate students, or other targeted demographic groups).
Relocation **	For any expenses related to relocation of a new employee. <i>Note:</i> The following expense types are used with the <i>Relocation</i> business purpose: <ol style="list-style-type: none"> 1. Relocation – Direct Moving Costs 2. Relocation – Stipend 3. Relocation – Temporary Lodging
Research Assignment	For any collaborative projects, studies, research presentations, and other research activities.
Training & Educational Courses	For any courses taken related to job development or career development pertaining to one's position at the university (e.g. course fee and/or tuition reimbursement).

** Currently this expense is not to be submitted using e-reimbursement for the School of Education or WCER.

For more information regarding Business Purpose and Expense Types go to:

<http://www.bussvc.wisc.edu/acct/TEWeb/reimbursement/index.html>