 EXPENSE: Non-travel Charges

Non-Travel Travel Card Charges

While the Concur Travel and Expense system was originally implemented at UT for travel-related expenses, University Fiscal Policy [FI0531 – Travel Cards](https://universitytennessee.policytech.com/dotNet/documents/?docid=834&amp;public=true) policy was modified in September, 2021 to allow the use of a University travel card to pay for business meals at an employee’s official location. These charges must comply with Fiscal Policy [FI0715 –](https://universitytennessee.policytech.com/dotNet/documents/?docid=590&amp;public=true) [Entertainment, Group Arranged Events, Food and Housing Purchases for UT Sponsored Conferences and Seminars](https://universitytennessee.policytech.com/dotNet/documents/?docid=590&amp;public=true) and with your campus/institute procedures.

The trip business purpose Non-Travel Travel Card Charges was created for use with these local charges since they are not associated with travel. This business purpose can only be used with UT travel card charges. It is designed for the payment and reimbursement of expenses for local Entertainment and Group Arranged Events. Out-of-pocket expenses for these local expenses will continue to be reimbursed through petty cash. This business purpose should not be used for travel-related expenses.

The trip type associated with this business purpose should be based on the location of the official work station where the expenses are incurred. As these expenses are not related to travel, a travel request is not required. This applies to all out-of-state trips as well as in-state.

There are a limited number of expense types that can be charged to this business purposes. These expense types are:

* Group Arranged Meals/Events
* Entertainment
* Non-Reimbursable or Personal

The accounting entries for these expenses will continue to be charged to the same GLs to which they are currently charged:

* 446200 for Group Arranged Meals/Events
* 449200 for Entertainment

If you have questions or need additional assistance utilizing the University’s travel system, please contact Jonathan Lawshe at [jlawshe@uthsc.edu](mailto:jlawshe@uthsc.edu) or Keysha Fuller at [kfulle19@uthsc.edu](mailto:kfulle19@uthsc.edu).

Updated: 01-25-2022 v 1.0 EXPENSE: Non-travel Charges | 1 of 1