

Quick Guide-Expense Coding

Preparing an expense report and wondering how to code your expense? Here is a short guide on to code commonly submitted expenses within *Concur!*

What Did You Purchase?	Code to Expense Type	Code to Reporting Code
Food <ul style="list-style-type: none"> Was it for TLI? Was it for an open house? Was it for a speech contest? Was it for a DEC or ESC meeting? 	Food Expense Do not code to Meal Expense!	TLI Marketing—Membership Growth <i>See Speech Contest Reimbursement Guideline</i> Education and Training—Division and Area Governors
Photocopies <ul style="list-style-type: none"> Was it for TLI? Was it for an open house? Was it for a speech contest? Was it for a DEC or ESC meeting? Was it for a demo meeting? 	Photocopying Expense	TLI Marketing—Membership Growth <i>See Speech Contest Reimbursement Guideline</i> Education and Training—Division and Area Governors Marketing—Building New Clubs
Create and print meeting materials or signage for a district meeting or conference <ul style="list-style-type: none"> Was it for TLI? Was it for a DEC or ESC meeting? Was it for the district conference? 	Printing Expenses	TLI Education and Training—Division and Area Governors Conferences
Office supplies (e.g., paper, folders, ink, toner) <ul style="list-style-type: none"> Was it for TLI? Was it for an open house? Was it for a speech contest? Was it for the district conference? Was it for a demo meeting? 	Supplies and Stationery Expense	TLI Marketing—Membership Growth <i>See Speech Contest Reimbursement Guidelines</i> Conferences Marketing—Building New Clubs
Thank You Gift <ul style="list-style-type: none"> Was it for an open house? Was it for a conference? Was it for a DEC or ESC meeting? 	Gift and Thank You Expense	Marketing—Membership Growth Conferences Education and Training—Division and Area Governors