# Expense Item & Spend Category Changes

## **Old Expense Item:**

Passports/Visas/Travel
Documents

Services Visa Fees/Passport (SC0179)

#### **Visas & Travel Immunizations**

Services Visa and Immigration Fees (SC0179)

Fees for visas, health immunizations, and testing for travel related to business activities.

## **Immigration Documents**

Services Visa and Immigration Fees (SC0179)

Fees for employer-sponsored immigration documents and lawyer fees including green cards.

### <u>Passports & Travel Programs,</u> <u>Taxable</u>

Passports & Travel Programs, Taxable (SC0821)

Fees for passports, TSA PreCheck, Global Entry, Clear, airline club memberships, or similar travel programs/memberships that may be used for business and personal travel. These expenses are taxable.

### **Spend Categories**

- Updated: Services Visa Fees/Passport (SC0179) > Services Visa and Immigration Fees (SC0179)
- New: Passports & Travel Programs, Taxable (SC0821)



# Purchase Justification Updates

The 30-Day Purchase Justification requirement has been removed from expense reports for T&E charges

### **WHY**

- Conducted a survey to a select group of fiscal admins to get their feedback
- Explanations in this field did not add value
- Slowed down the creation of expense reports

#### WHAT'S NEXT

- The policy is still to expense all charges within 30 days
- Emails are being sent to cardholders with unexpensed or unapproved transactions older than 30 days
  - This has already created a 62.3% decrease aging transactions since March
- Senior Department Finance Approvers will receive a list each month of those who submitted expenses more than 30 days after purchase
- Still expect to see Purchase Justification requirements for other policies like first class airfare, air upgrades over \$350, hotels over \$600 per night, etc.

