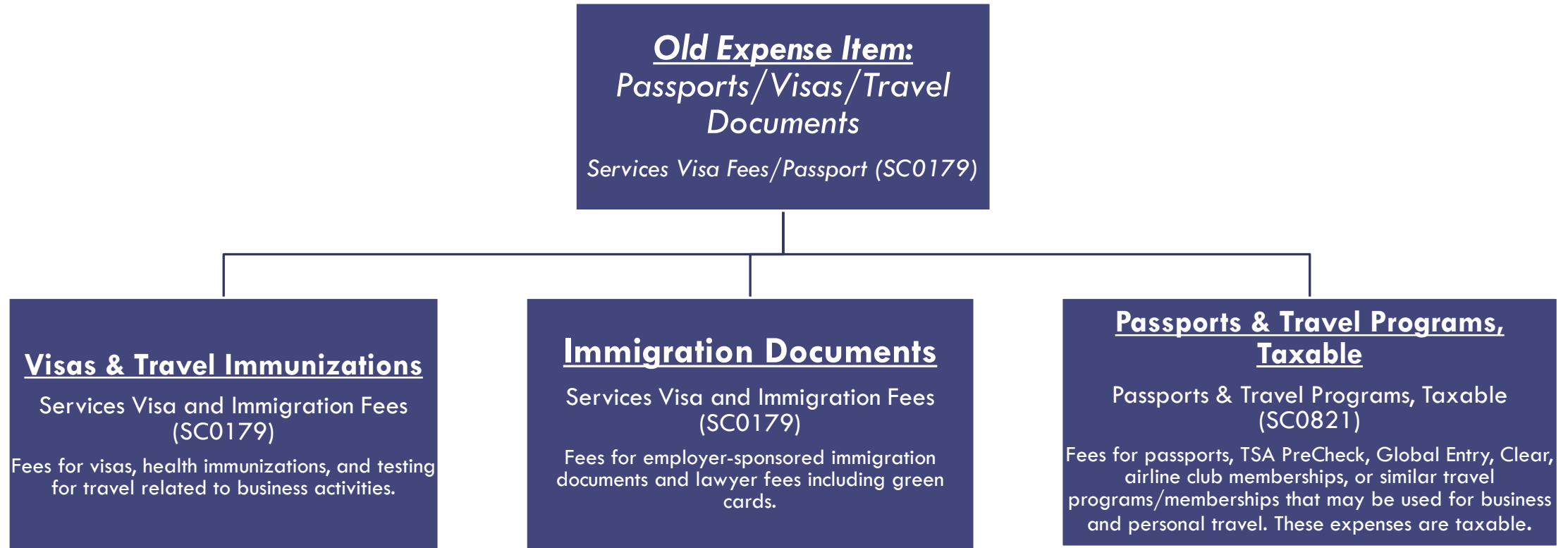


# Expense Item & Spend Category Changes



## 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.