

Expense Reports - Helpful Hints

The Purpose Field should always contain the 5 W's:

- Who** is the expense report for (including title or role if a student)
⇒ e.g., *"Bob Smith, Professor"*
- What** the expense report contains
⇒ e.g., *"Various expenses related to conference trip"*
- Where** the expense occurred
⇒ e.g., *"ICSE conference, Vienna, Austria"*
- When** the expenses took place (for a trip this will be a date range)
⇒ e.g., *"May 1 - 10, 2011"*
- Why** the expense was incurred
⇒ (e.g., *"Dr. Smith was the invited keynote speaker"*)

Taken together this would look like:

- ⇒ *"Various expenses for Bob Smith, Professor, related to trip to ICSE conference in Vienna, Austria, May 1-10, 2011, where Dr. Smith was the invited keynote speaker."*

For each and every expense contained within the ER, each Justification Field should **also** include the 5W's. The best bet here will simply be to copy and paste from the Purpose Field to augment specifics about each individual expense.

Please attach the ISR Acronym List to all Expense Reports. A copy of the list can be found at <http://www.isri.cmu.edu/bizoff/pcard.html>

PCard Reconciliation - Helpful Hints

The Purpose Field should be left **blank**. For each and every line within the PRC, each Justification Field should include the 5 W's:

- Who** was the purchase made for (including title or role if a student)
⇒ e.g., *"Bob Smith, Professor"*
- What** was purchased in detail
⇒ e.g., *"Case of printer paper and toner refill for Dr. Smith's HP printer"*
- Where** the item was purchased **and** where it will be used
⇒ e.g., *"from Amazon.com, for use at 300 S. Craig"*
- When** the item was purchased (the date on the invoice or receipt, which may not be the transaction date)
⇒ e.g., *"May 1, 2011"*
- Why** the expense was incurred (the business purpose)
⇒ e.g., *"to enable printing of CMU-related documents"*

Taken together this would look like:

- ⇒ *"Case of printer paper and toner refill for Dr. Bob Smith's (Professor) office HP printer from Amazon.com on May 1, 2011, to enable printing of CMU-related documents at 300 S. Craig."*

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