

**TRAVEL EXPENSES - Updated list of business purposes**  
**Effective Date: July 22, 2019**

As of July 22, 2019, the list of business purposes to choose from when creating an expense report has been reduced. Below is the list which applies to the State of Wisconsin. The business purpose in bold are commonly used by staff at WisDOT.

<b>Purpose</b>	<b>Descr</b>	<b>Short Desc</b>
<b>BT-IS</b>	<b>Business Travel-In State</b>	<b>TRVL-IS</b>
<b>BT-OS</b>	<b>Business Travel-Out of State</b>	<b>TRVL-OS</b>
<b>CR-EDU</b>	<b>Career Education</b>	<b>Career-Edu</b>
<b>CF-IS</b>	<b>Conf/Conv/Training-In State</b>	<b>CONF-IS</b>
<b>CF-OS</b>	<b>Conf/Conv/Training-OutofState</b>	<b>CONF-OS</b>
<b>GB-NT</b>	<b>General Business – Non-Travel</b>	<b>GENBUS-NT</b>
<b>MOVE</b>	<b>Relocation/Moving</b>	<b>MOVING</b>
BTCTS	COURTS-Assignments	CTSASSIGN
INDIS	LEG Business Trvl-In District	BUSinDIS
BT-LG	LEG Business Trvl-Per Diem	LEGPerDiem
BT-LM	LEG Miscellaneous	LEGmis
NE-IS	Non-employee Travel-In State	NE-IS
NE-OS	Non-employee Travel-OutofState	NE-OS

Employees should create a separate expense report for each business purpose. For example, expenses related to attending a conference-in state should be on one report. Expenses related to in-state business should be reported on another report. This will allow the Department the ability to more accurately analyze spend on the types of travel costs.

**Expense Types:**

When an employee creates an expense report, an “expense type” must be associated with each claimed expense line. The expense type search can be sorted by category or by type for employee to select. The expense type chosen allows the system to automatically fill in the appropriate account number.