

ECE Departmental Expense Guidelines

FIELD NAME (the character limitations coincide with MReport/Mpathways - Concur may allow more depending on the field)	EXAMPLES			
	Pcard = PC	Travel = TVL	Hosting = HST	Reimbursement = REI
Report Name (Header) - 30 characters	PC 1/13 ivleigh (PC, date, pcard holder unique name)	TVL 10/6/12, Allerton, hiskens (TVL, return date, Conf, traveler unique name)	HST 3/17/13, SSEL Speaker, shreve (HST, date, purpose, host unique name)	REI 2/21/13, mni (REI, date, reimbursed unique name)
Dept/Ref (course number VERY important if applicable)	EECS 452 - Metzger	n/a	182124/Williams	Islam/RI
Dept/Ref (SSEL, LNF, WIMS only)	Shortcode, PI last name, requester	Shortcode, PI last name, requester	Shortcode, PI last name, requester	Shortcode, PI last name, requester
Business Purpose (Line) - 30 characters (What, who, why as applicable)	Desktop power adapter for 452	Attend 2012 Allerton Conf, Champaign	Revzen to host Williams, SSEL Speaker	Seagate HD reimb to Islam

*** SSEL, LNF, WIMS -shortcode, PI last name, person to be reimbursed last name

General Notes:

If expense is a reimbursement to UM Faculty/Staff/Student use their unique name in header.

If expense is visitor travel reimbursement use their last name in header.

Hosting Notes:

Make sure to 'X' class anything over a 1:2 ratio (one guest to two faculty) for hosting.

Make sure to 'X' class any type of 'Morale Building' event (i.e. picnic, Holiday party)

Make sure to 'X' class any alcohol - can not be on a general funds shortcode