



Workday Phase 1: Allowable Expense Items Guide

Phase 1 Expense Items

Type	Item	Type	Item
In State	Breakfast	Out of State	Airfare
In State	Combined Meals	Out of State	Breakfast
In State	Combined Meals SPOC	Out of State	Bus
In State	Dinner	Out of State	Car Rental or Lease
In State	Judicial Mileage Personal	Out of State	Combined Meals
In State	Laundry	Out of State	Combined Meals SPOC
In State	Lease of Auto or Car Rental	Out of State	Dinner
In State	Lodging	Out of State	Fleet State Car
In State	Lodging (Overage w/Prior Approval)	Out of State	Judicial Mileage Personal
In State	Lunch	Out of State	Laundry
In State	Meal Exception (Non-taxable)	Out of State	Lodging
In State	Meal Exception (Taxable)	Out of State	Luggage Fees
In State	Parking and Tolls	Out of State	Lunch
In State	Personal Car Mileage	Out of State	Meal Exception
In State	Registration	Out of State	Meals Spend Authorization Only (SA)
International Travel	Airfare	Out of State	Parking and Tolls
International Travel	Car Rental	Out of State	Personal Car Mileage
International Travel	Currency Exchange Fees	Out of State	Registration
International Travel	Laundry	Out of State	Taxi and Ground Travel
International Travel	Lodging	Out of State	Telephone and Internet
International Travel	Luggage Fees	Out of State	Train Transportation
International Travel	Meals	Out of State	Travel Package
International Travel	Package	Other	Aircraft Rental
International Travel	Passport Fees	Other	Books and Periodicals
International Travel	Phone and Fax	Other	Client Services Expense
International Travel	Promotional Expenses	Other	Food (Not for Employee Use)
International Travel	Registration	Other	Gasoline, Fuel
International Travel	Taxi and Ground Transportation	Other	Merchandise Purchases
		Other	Other Office Supplies and Materials
		Other	Photo Copies and Faxes
		Other	Postage Fees
		Other	Printing Supplies
		Other	Stationary and Supplies
		Other	Tires and Tubes
		Other	Vehicle Parts Auto and Car Wash

Questions?

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