Non-Travel Policy Header Information

To start a new expense report for Non-Travel (expenses that would have previously been submitted on a BEV or DPA) choose Non-Travel in the Policy drop down.
The header contains not only the basic report information, but also your BANNER ID, and your default ORGANIZATION and FUND. If expenses are not reallocated later in the report, the expense for this report will be charged to these defaults.

**COMMITMENT OFFICE** - This choice is important because it dictates which Commitment Office your report will route to for approval and payment.

- **Medical Center Finance Office** - choose if your expense report is sent to the Medical Center Finance Office for approval
- **Financial Commitment-Non Grant** - choose when your expense report is charged to your department and sent to the Financial Commitment Office
- **Financial Commitment-Sponsored Programs** - choose when your expense report is sent to the Financial Commitment Office and the expenses will be charged to grant funds (Ex: funds beginning with a 3)
To start a new expense report for Travel (expenses previously submitted on an E-terv) choose Travel in the policy drop-down.
The header contains not only the basic report information, but also your BANNER ID, and your default ORGANIZATION and FUND. If expenses are not reallocated later in the report, the expense for this report will be charged to these defaults.

**TRIP ID** – A number received through Banner Self Service **AXXXXXX format**

**REPORT DATE** – Defaults to the day the report is started – this can be changed if necessary

**BUSINESS PURPOSE** – City, State and dates traveled

**COMMENT** – This should be used for any notes to your approver (for example if you know the expenses should be reallocated to a different fund than your default)

**COMMITTMENT OFFICE** – See information below

**BANNER ID** – Your 9 digit banner ID will always default in this field

**ORG** – This is your default org that will always populate in this field. If no reallocations are made on this report, this is the org that will be charged.

**FUND** – This is your default fund that will always populate in this field. If no reallocations are made on the report, this is the fund that will be charged.

**COMMITMENT OFFICE** - This choice is important because it dictates which Commitment Office your report will route to for approval and payment.

- **Medical Center Finance Office** - choose if your expense report is sent to the Medical Center Finance Office for approval
- **Financial Commitment-Non Grant** - choose when your expense report is charged to your department and is sent to the Financial Commitment Office
- **Financial Commitment-Sponsored Programs** - choose when your expense report is sent to the Financial Commitment Office and the expenses will be charged to grant funds (Ex: funds beginning with a 3)