Non-Travel Policy Header Information

To start a new expense report for Non-Travel (expense that would have previously been submitted on a SEEV or LRP) 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 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)
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.

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).

Once all information has been entered, click Next to start entering expenses.