



T&E Expense Type Reference Guide

This reference guide outlines the standard expense categories used for business travel and expenses. It is designed to help employees classify expenses correctly and ensure policy compliance. Each expense type includes a description and policy guidance. For any expenses not clearly defined or requiring exceptions, please reach out to your manager or the expense administrator for additional information on how to proceed.

EXPENSE TYPE	DESCRIPTION	POLICY
Airfare & fees	Cost of flights, airline fees (e.g., baggage) for business travel.	Business travelers are required to use the platform for booking. Review document and platform policy for additional details.
Lodging	Hotel accommodations during business travel.	Business travelers are required to use the platform for booking. Review document and platform policy for additional details.
Train travel	Tickets for business-related train or rail travel.	Review T&E Policy.
Rental cars	Vehicle rentals for business purposes.	Business travelers are required to use the platform for booking. Review T&E Policy (Vehicle Rental Policy).
Public transport, tolls & parking	Bus, subway, parking fees, and road tolls during regular business or commuting.	Review T&E Policy.
Traveling: meals for my self	Meals while on business travel.	Daily spending on meals should not exceed \$95 per day. Review document and platform policy for additional details.
Traveling: team events & meals	Team lunch or dinners during business trips.	Must include list of attendees and purpose. Review policy details.
Traveling: entertaining clients	Meals or outings with clients during business travel.	Client name, company, and business purpose required. Any entertainment expenses with outside parties must be directly related to or associated with company business. Review policy for additional details.
Traveling: taxi & rideshare	Taxi, Uber, Lyft, etc., while traveling for work.	Review Travel & Expense Policy.
Traveling: fuel	Fuel for rental vehicles used for business.	Do not use fuel for personal or fleet vehicles. Review T&E Policy for additional details.
Traveling: public transport, tolls & parking	Bus, subway, parking fees, and road tolls during regular business or commuting.	Review Travel & Expense Policy.
Traveling: Internet access	Hotel or airport Wi-Fi charges while on business travel.	Allowed if not included in room rate. Review policy details.
Traveling: other	Any other travel-related expense not categorized above.	Must specify under description. Review policy for additional details.
Team events & meals	Meal and activities.	Must be pre-approved. Review policy for additional details.
Entertaining clients	Client dinners or events that are hosted locally, not while travelling.	Client name, company, and business purpose required. Any entertainment expenses with outside parties must be directly related to or associated with company business. Review policy for additional details.
Taxi & rideshare	Local taxi or rideshare (non-travel related).	Review T&E Policy.
Conference attendance	Registration fees for approved professional events.	Review T&E Policy.
Other	Any other business-related expense not listed above and within policy compliance.	Must provide detailed description. Review policy details for allowed expenses.
Meals for myself	Meals for field work, not involving travel.	Daily spending on meals should not exceed \$95 per day. Review document and platform policy for additional details.
Learning & development	Courses, workshops, certifications, or materials related to professional growth.	Pre-approval required. Must follow Employee Handbook. Review policy for additional details.
Office supplies	Pens, paper, printer ink, and other basic supplies.	Review T&E Policy.
Shipping & postage	Business-related courier or mail cost.	It must relate to work tasks or client deliverables. Review policy for additional details.
Software	Approved business software or subscriptions.	Must be pre-approved by IT or manager. Review policy for additional details.
Licenses & registrations	Costs for professional licenses or business registrations.	Review T&E Policy.
Tools & materials	Job-specific tools, hardware, or materials.	Review T&E Policy. Reach out to manager or expense administrator for more information.