EX-14 List of Expense Types

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a List of Expense Types in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the List of Expense Types, Categories, Receipts, and Expense Account Information in NCFS.

Overview

Expense Reports and Cash Advances are used to ensure the timely reimbursement of employee expenses. There are various requirements and considerations to consider when submitting these:

- Specific Expense Item types must be selected when creating an Expense.
- Expense Preparer can submit Expense Reports for themselves or on behalf of others.
- Receipts are required for some Expense Items to be eligible for approval.
- Expense Reports and Cash Advances follow the same approval workflow.

Expense Item Types Details

Periodically, as policies change, expense item types will be added or removed, and applicable reimbursement rates will be adjusted as required by OSC. A few commonly used expense item types are shown below:

- Gasoline
- Airfare
- Transportation
- Meals
- Mileage
- Lodging
- Registration
- Miscellaneous

List of Expense Types

Name	Category	Account	Require Receipts
Airfare - In-State	Airfare	52711000	Yes
Airfare - Out-of-Country	Airfare	52713000	Yes
Airfare - Out-of-State	Airfare	52712000	Yes
Car Rental	Car Rental	52521000	Yes
Car Rental - Workshop/Conference Expense	Car Rental	52521900	Yes
Gasoline(WEX only for DPS and DAC)	Miscellaneous	53310000	Yes
Gasoline - Rental Vehicles	Car Rental	53310002	Yes
Ground Transportation - In-State	Airfare	52714000	Yes
Ground Transportation - In-State - Training	Airfare	52714010	Yes
Ground Transportation - Out-of-Country	Airfare	52716000	Yes

Name	Category	Account	Require Receipts
Ground Transportation - Out-of-State	Airfare	52715000	Yes
Ground Transportation - Workshop/Conference Expense	Airfare	52714900	Yes
Ground Transportation - Mileage - In-State	Mileage	52714000	No
Ground Transportation - Mileage - Out-of-State	Mileage	52715000	No
Lodging - In-State	Accommodations	52721000	Yes
Lodging - In-State - Training	Accommodations	52721010	Yes
Lodging - Out-of-Country	Accommodations	52723000	Yes
Lodging - Out-of-State	Accommodations	52722000	Yes
Lodging - Workshop/Conference Expense	Accommodations	52721900	Yes
Meals - In-State	Per Diem	52724000	No
Meals - In-State - Training	Per Diem	52724010	No
Meals - Out-of-Country	Meals	52726000	No
Meals - Out-of-State	Per Diem	52725000	No
Meals - Workshop/Conference Expense	Meals	52724900	No
Miscellaneous - In-State	Miscellaneous	52727000	No
Miscellaneous - In-State - General Assembly	Miscellaneous	52727002	No
Miscellaneous - In-State - Judges Allowance	Miscellaneous	52727001	No
Miscellaneous - In-State - Training	Miscellaneous	52727010	No
Miscellaneous - Out-of-Country	Miscellaneous	52729000	No
Miscellaneous - Out-of-State	Miscellaneous	52728000	No
Miscellaneous - Out-of-State - General Assembly	Miscellaneous	52728001	No
Miscellaneous - Workshop/Conference	Miscellaneous	52727900	No

Name	Category	Account	Require Receipts
Registration Fees	Miscellaneous	52930000	Yes
Other - In-State	Airfare	52717000	No
Other - Out-of-Country	Airfare	52719000	No
Other - Out-of-State	Airfare	52718000	No

Wrap-Up

The List of Expense Types in NCFS displays the Types, Categories, Account Information, and Receipt Requirement Information for the various Active Expense Types in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - EX100: Expense Reports & Cash Advances

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