



# LIST OF EXPENSE TYPES

EX

## QUICK REFERENCE GUIDE EX-14

### 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
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
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