

Expense Types Breakdown (Request)



Objective: This section will provide detailed information for each expense type available in Request.

1. (Segment) Air Ticket



- This expense type is used if you are planning on traveling by air for your trip.
- Required fields: *Amount, Outbound from/to locations, Date & Time, Inbound Date & Time.*
- To acquire an estimated amount of airfare, you can utilize Concur travel or a 3rd party online tool (*i.e. Google flights*).
- Select the appropriate Air Ticket type: (Round Trip / One Way / Multi-Segment)



Note: Use Multi-Segment only if your trip consists of multiple locations that require flying. You do not have to indicate any layover stops.

The screenshot shows the 'Air Ticket' form in SAP Concur. At the top, there is a header with an airplane icon and the text 'Air Ticket'. Below this, there are three radio buttons for 'Round Trip', 'One Way', and 'Multi-Segment', with 'Round Trip' selected. To the right, there is an 'Amount' field and a currency dropdown menu set to 'USD'. The form is divided into two sections: 'Outbound' and 'Return'. The 'Outbound' section includes fields for 'From:', 'To:', 'Date:', and a 'Comment:' field. The 'Date:' field has a calendar icon and a 'Depart at' dropdown menu. The 'Return' section includes fields for 'Date:' and a 'Comment:' field. The 'Date:' field also has a calendar icon and a 'Depart at' dropdown menu.

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2. (Segment) Car Rental



- This expense type is used if you are planning on using a rental car during your trip.
- Required fields: *Amount, Pick Up & Drop Off City*
- You can add additional Car Rental expenses if your trip requires multiple rental cars (i.e. multi-destination trip)

The screenshot shows the 'Car Rental' form interface. At the top, there is a title 'Car Rental' with a car icon, an 'Amount' input field, and a 'USD' currency dropdown. The form is divided into two main sections: 'Pick-up' and 'Drop-off'. Each section contains a 'City' input field, a 'Date' input field with a calendar icon, an 'At' dropdown menu, and a 'Detail' input field. At the bottom of the form, there is a 'Comment' input field.

3. (Segment) Rail



- This expense type is used if you are planning on using train or rail (i.e. NJTransit, Amtrak) during your trip.
- Required fields: *Amount, Outbound from/to locations, Date & Time, Inbound Date & Time.*
- You can add additional Rail expenses if your trip requires multiple trains.
- Do not include subway estimates in this expense type since subway costs are usually minimal, you can include it in Miscellaneous.

The screenshot shows the 'Railway Ticket' form interface. At the top, there is a title 'Railway Ticket' with a train icon, radio buttons for 'Round Trip', 'One Way', and 'Multi-segment', an 'Amount' input field, and a 'USD' currency dropdown. The form is divided into two main sections: 'Outbound' and 'Return'. The 'Outbound' section contains 'From' and 'To' input fields, a 'Date' input field with a calendar icon, a 'Depart at' dropdown menu, and a 'Comment' input field. The 'Return' section contains a 'Date' input field with a calendar icon, a 'Depart at' dropdown menu, and a 'Comment' input field.

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4. (Segment) Car Service



- This expense type is used if you are planning on using a car service to/from the airport
- Required fields: *Amount*, *Comment*



Note: Car service should be used only when it is less expensive than alternative means of transportation (i.e. train, shuttle services, taxi, or personal auto); or when there are inconveniences or safety issues that justify the additional cost. Provide a justification in the comment field.

The screenshot shows the 'Car Service' expense form. At the top, there is a title 'Car Service' with a car icon, an 'Amount' input field, and a 'USD' currency dropdown. Below this, the form is divided into two sections: 'Pick-up' and 'Drop-off'. Each section contains a 'City' text input, a 'Date' input with a calendar icon, an 'At' dropdown menu, and a 'Detail' text input. At the bottom of the form, there is a 'Comment' field with a question mark icon.

5. (Segment) Privately Owned / PPPL Vehicle



- This expense type is used if you are planning on using your personal vehicle or the PPPL vehicle to drive somewhere during your trip
- Required fields: *Amount*, *Vehicle type*



Note: POV Mileage will be reimbursed at the published GSA rate. Please refer to the GSA website for the current published rate for different trip types (i.e. business travel, relocation)

The screenshot shows the 'Privately Owned / PPPL Vehicle' expense form. At the top, there is a title 'Privately Owned / PPPL Vehicle' with a car icon, an 'Estimated Amount' input field, and a 'USD' currency dropdown. Below this, there is a 'Comment' text input field. At the bottom, there is a 'Vehicle Type' dropdown menu with three options: 'PPPL Vehicle' and 'Privately Owned Vehicle'.

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6. Hotel

- This expense type is used if you are planning on staying at a hotel with PPPL funds during your trip.
- Required fields: *Arrival Date, Departure Date, Hotel City, Number of Nights*



Note: PPPL reimburses lodging expenses using the GSA per diem rate based on the location of lodging. The estimated amount of lodging cost will be automatically calculated based on the location and the number of nights entered.

The screenshot shows a form for the 'Hotel' expense type. The 'Expense Type' dropdown is set to 'Hotel'. The 'Arrival Date' field is empty. The 'Departure Date' field is empty. The 'Hotel City' field is empty and marked as a required field. The 'Number of Nights' field is empty. The 'Amount' field is set to 0.00, and the currency is set to USD. There is a 'Comment' text area. At the bottom right, there are three buttons: 'Save', 'Allocate', and 'Cancel'.

7. Per Diem: Multiple Destinations

- This expense type is used if your trip consists of multiple destinations
- Required fields: *Per Diem Start Date, Per Diem End Date, Number of Days, Hotel City*



Note: PPPL reimburses M&IE using the GSA per diem rate based on the location of lodging. The estimated amount of M&IE will be automatically calculated based on the location and the number of days entered.

The screenshot shows a form for the 'Per Diem: Multiple Destinations' expense type. The 'Expense Type' dropdown is set to 'Per Diem: Multiple Destinations'. The 'Per Diem Start Date' field is empty and marked as a required field. The 'Per Diem End Date' field is empty. The 'Number of Days' field is empty and marked as a required field. The 'Hotel City' field is empty and marked as a required field. The 'Amount' field is set to 0.00, and the currency is set to USD. There is a 'Comment' text area. At the bottom right, there are three buttons: 'Save', 'Allocate', and 'Cancel'.

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8. Per Diem: Single Day

- This expense type is used if your trip is a one day trip
- Required fields: *Business City*



Note: For one day trips, PPPL reimburses M&IE using the GSA per diem rate based on the location of business. The Per Diem Start Date and End Date are populated from the travel dates you entered in the Header. The estimated amount of M&IE will be automatically calculated based on the business location entered.

Expense Type: M&IE: Single Day
Per Diem Start Date: [Calendar icon]
Per Diem End Date: [Calendar icon]
Business City (Required field): [Red border]
Amount: 0.00 USD
Comment: [Text area]

9. Per Diem: Single Destination

- This expense type is used if your trip consists of one destination only.
- Required fields: *Per Diem Start Date, Per Diem End Date, Number of Days, Hotel City*



Note: PPPL reimburses M&IE using the GSA per diem rate based on the location of lodging. The estimated amount of M&IE will be automatically calculated based on the location and the number of days entered.

Expense Type: Per Diem: Single Destination
Per Diem Start Date: [Calendar icon]
Per Diem End Date: [Calendar icon]
Number of Days: [Text field]
Hotel City (Required field): [Red border]
Amount: 0.00 USD
Comment: [Text area]
Buttons: Save, Allocate, Cancel

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10. Registration

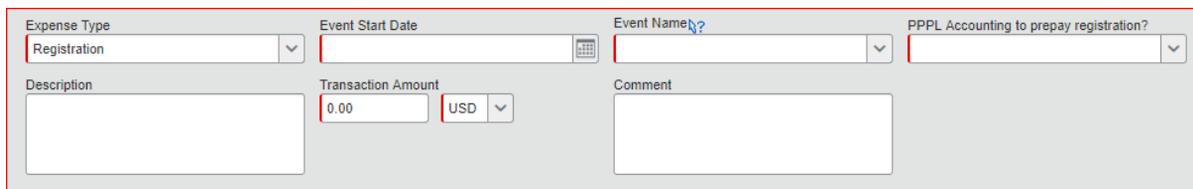
- This expense type is used if your trip requires any type of registration payment (conference, workshop, training... etc)
- Required fields: *Event Start Date*, *Event Name*, *PPPL Pre-Paid*, *Transaction Amount*

 **Note:** Select the Event Name from the drop down box. If your event is not listed, select Other and provide the Name and URL in the Description box

 **Note:** If you are attending a training, select “Training” from the Event Name dropdown box.

 **Note:** Be sure to indicate whether you need PPPL Accounting to prepay for the registration fee, or you will be paying the fee and claiming reimbursement when you return from your trip.

 **Note:** If you need PPPL Accounting to prepay for the registration, attach all relevant documentation to the Travel Request (i.e. completed registration page, event website)



The screenshot shows a form for the 'Registration' expense type. It includes a dropdown menu for 'Expense Type' set to 'Registration', a date picker for 'Event Start Date', a dropdown for 'Event Name' with a question mark, and a dropdown for 'PPPL Accounting to prepay registration?'. Below these are a text area for 'Description', a 'Transaction Amount' field with '0.00' and a 'USD' dropdown, and a 'Comment' text area.

11. Visa Fees

- This expense type is used if you are traveling to a foreign country that requires a visa
- Required fields: *Description*, *Transaction Amount*



The screenshot shows a form for the 'Visa Fees' expense type. It includes a dropdown menu for 'Expense Type' set to 'Visa Fees', a text area for 'Description', a 'Transaction Amount' field with '0.00' and a 'USD' dropdown, and a 'Comment' text area.

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12. Miscellaneous

- This expense type is used if you anticipate on incurring any miscellaneous expenses during your trip (i.e. rental car gas, tolls, taxi / subway)
- Required fields: *Details of Miscellaneous*



Note: Be sure to provide a description of the miscellaneous expenses that you are anticipating to incur

Expense Type Miscellaneous	Details of Miscellaneous 	Transaction Amount 0.00 USD	Comment
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13. Personal / Non-PPPL Business Days

- This expense type is used if you are planning to combine personal travel to the PPPL business trip.
- Required fields: *Personal Days Start/End, Destination*



Note: On the Request Header, you are to account for the full duration of your trip including personal / non-PPPL business days. In this expense type you will identify the days that are not PPPL business related.

Expense Type Personal/Non-PPPL Business Days	Personal Days Start
Personal Days End 	Destination (Required field)
Comment 	
Save Allocate Cancel	