Expenses: Definitions

The following are brief definitions related to expenses. For comprehensive procedures, consult the Employee Travel Guide and the Job Aids available on Jagnet.

Cash Advance: *Money advanced to an employee in order to cover travel related costs. Expenses approved for advance include: Hotel, Airfare, Registration, & Student Meals only.*

Driver Worktag: *Worktag identifies where expenses should be charged.*

Expenses Hub: *Site in which employees can access their own reports and manage their expenses.*

Expense Report: *A report used to request reimbursement of allowable expenses incurred by an employee.*

Find Expense Reports – Expense Data Entry Specialists: *Site in which approved initiators can find expense reports they have processed for other employees within their cost center.*

Find Spend Authorizations – Expense Data Entry Specialists: *Site in which approved initiators can find spend authorizations they have processed for other employees within their cost center.*

Payment Election (Expense Payments): *Allows employees to update direct deposit information as needed for any expense-related payment. Accesses through* **Expenses Hub.**

Process History: *Allows users to see the current approval process. This can be found within each report (spend authorization or expense report).*

Quick Expenses: *Expense items that have been uploaded on the mobile app and are now available for use on the expense reports.*

Spend Authorization: *A report used to request preapproval of estimated allowable travel expenses. Spend Authorizations are required when the employee will be traveling. This report is also used as part of the expense reimbursement.*