



# Expense Type, Payment Type and Billing Type

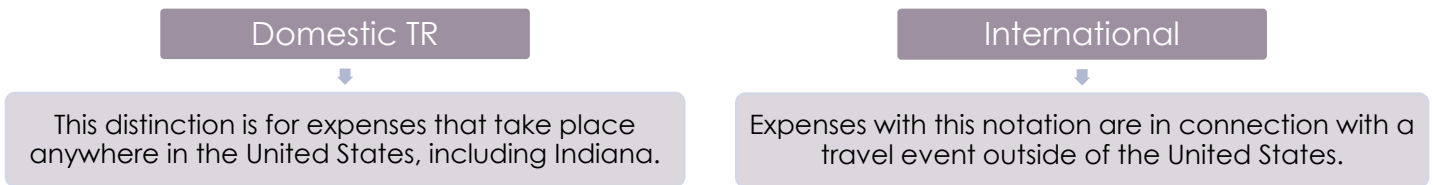
## Business Purpose

Business Purpose determines the workflow approval path that your TA or ER. For travel, use the following options:



## Expense Type Classifications

Travel related expenses are broken into two classifications: Domestic TR and International.



## Payment Type and Billing Type

Combining payment and billing types determines if expenses will be reimbursable to the traveler, covered by an agency, or paid for by a third party. Below are the pairings that should be used with an explanation of what the pairing describes.

PAYMENT TYPE	BILLING TYPE	WHEN ARE THESE PAIRINGS USED?
<b>AGENCY PAID</b>	Agency Paid	Expenses that are covered directly by a State agency. This includes by direct bill, P.O., and agency fuel cards.
<b>EMPLOYEE PAID</b>	In-State Billable	Employee reimbursable expenses for in-state travel when the Business Purpose is 'Business – In State'.
	Out of State Billable	Employee reimbursable expenses for out of state travel when the Business Purpose is 'Business – Out of State' or 'Business – DTA Out of State'. Even if some of the expenses are inside of Indiana.
<b>THIRD PARTY PAID</b>	Third Party Paid	Expenses paid directly by a third party or that are reimbursed directly to an employee by a third party.
<b>TRAVEL CARD</b>	Agency Paid	Expenses paid directly by a State agency using a State issued Travel Card.



**NOTE:** Your agency may use the Billing Types of In-State Non Billable and Out of State Non Billable. These Billing Types are not commonly used. Guidance should be sought from your agency's Travel Administrator or Fiscal.

## Expense Type interaction with Payment Type and Billing Type

The below chart shows every Payment and Billing Type combination appropriate for each Expense Type. These are the only pairings that should be used. Reference the previous section 'Payment Type and Billing Type' for guidance on what each pairing means.

Expense Type	Notes	Payment Type	Billing Type
Domestic TR – Airfare	Economy class airfare with any associated taxes or fees. <b>Trips involving any connection to personal time are prohibited on a State Travel Card</b>	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Travel Card	Agency Paid
		Third Party Paid	Third Party Paid
International Airfare			
Domestic TR – Fees/Registration	Fees and registration costs for participating in a conference, meeting, or event	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Agency Paid	Agency Paid
		Travel Card	Agency Paid
		Third Party Paid	Third Party Paid
Domestic TR – Ground Transport	Fuel for State vehicle or rental vehicle, taxi and ride-share programs, bus, and train fare	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Agency Paid (includes an agency WEX Card)	Agency Paid
		Travel Card	Agency Paid
		Third Party Paid	Third Party Paid
International Ground Transport			
Domestic TR – Internet Access	An additional fee for internet use charged by a lodging facility. <b>Prohibited on a State Travel Card</b>	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Agency Paid	Agency Paid
		Third Party Paid	Third Party Paid
International Internet			
Domestic TR – Lodging/Hotel	Overnight sleeping accommodations. <b>In-state lodging is required to be at State assigned rates</b>	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Agency Paid	Agency Paid
		Travel Card	Agency Paid
		Third Party Paid	Third Party Paid
International Lodging			
Domestic TR – Luggage Fee	Baggage fees typically associated with a flight. <b>Prohibited on a State Travel Card</b>	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Third Party Paid	Third Party Paid
International Luggage Fee			
Domestic TR – Marine	Fuel expense for a State-owned boat	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Third Party Paid	Third Party Paid
Domestic TR – Mileage	Shortest distance personal vehicle mileage reimbursement	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Third Party Paid	Third Party Paid
International Mileage			
Domestic TR – Parking & Tolls	Toll and parking fees, this includes hotel parking. <b>Prohibited on a State Travel Card</b>	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Third Party Paid	Third Party Paid
International Parking and Toll			
Domestic TR – PerDiem – In State	Meal allowance when travel is inside of Indiana	Employee Paid	In State-Billable
		Third Party Paid	Third Party Paid
Domestic TR – PerDiem – Out of State	Meal allowance when primary travel is outside of Indiana, but inside of the United States	Employee Paid	Out of State-Billable
		Third Party Paid	Third Party Paid
International Per Diem	Meal allowance when primary travel is outside of the United States	Employee Paid	Out of State-Billable
		Third Party Paid	Third Party Paid
International Visa/Passport	Visa, passport, and foreign government application fees associated with international business travel. <b>Prohibited on a State Travel Card</b>	Employee Paid	Out of State-Billable
		Agency Paid	Agency Paid
		Third Party Paid	Third Party Paid
Domestic TR – Phone Calls	Phone calls. <b>Prohibited on a State Travel Card</b>	Employee Paid	In State-Billable <b>or</b> Out of State-Billable
		Third Party Paid	Third Party Paid
Domestic TR – Rental Car	Rental vehicles. <b>To be secured through the State's contracted vendor</b>	Employee Paid	Out of State Billable
		Agency Paid	Agency Paid
		Travel Card	Agency Paid
		Third Party Paid	Third Party Paid



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