

CONCUR Travel and Expense

Expense Types	Description
Airfare	All airline tickets
Airline/baggage fees	Checked baggage fees, Southwest head of line fees (as allowed in SOP 03-40-900), etc.
Breakfast	Breakfast for individual only. (If multiple employees on one receipt, use "Business Meals" and list attendees.)
Business Meals	Meals in which multiple employees are on one receipt. Must list attendees.
Car Rental	Car rental expense only, not to include gas.
Company Car Maintenance	Any maintenance expenses related to the company car, e.g. oil changes, repairs, tires, car wash, etc. (not gasoline).
Company Event Meal	Employee meals for company activity such as training, department meeting, social activity, etc.
Dinner	Dinner only. (If multiple employees on one receipt, use "Business Meals" and list attendees.)
Dues/Subscriptions	Dues and subscriptions.
Entertainment - Other	Entertainment expense only, including non-Stein Mart associates.
Gasoline	Company car or rental car gasoline.
Gift/Awards	Items purchased, gift cards, etc. for contests or recognition.
Hotel	Charges must be itemized (i.e. breakfast, lunch, dinner). When filing for another (ex: A-Team), associate change the location
HR-Internal Development-Training	Used only by Human Resources.
Internet or Wi-Fi fees	For access while traveling.
Laundry	Laundry expense while traveling as allowed by SOP # 03-40-900.
LP Battery Cable	Loss Prevention field supplies. Change location to store number.
LP Security Alarm System	Loss Prevention for security equipment and repairs.
Lunch	Lunch only. (If multiple employees on one receipt, use "Business Meals" and list attendees.)
Meeting Room Charge	Room rental expense for business meeting, interview, etc. (not for Boutique grand openings)
Miscellaneous	Use only as a last resort. Must enter comment to describe purchase and include account number, if known.
Moving - Final/Move	Final moving expenses only - no meals. If filing for an associate, change the location number to the appropriate store number.
Moving - Food	Meals incurred during moving only.
Moving - House Hunt/Temp lodging	Temporary moving - hotel lodging, temp housing allowance, etc. Change location number if appropriate.
Office Supplies	Any office supplies, fax charges, etc. If purchasing supplies for a store you will need to change the location.
Parking	Parking expense.
Personal Car Mileage	Mileage for use of personal automobile for business purposes.
Phone-Cell Allowance	Cell phone allowance.
Phone-Other	Hotel phone charges and other non-cell phone charges.
Photo Studio Supplies	Ecommerce photo studio supplies.
Postage	Any postage or package shipping.
Sample Purchases	Purchasing samples for merchandising or ecommerce team.
SDC - Fuel	SDC team use only. (account 8550.500)
SDC - Repair Parts	SDC team use only. (account 8550.400)
SDC - Supplies Other	SDC team use only. (account 8555.600)
Seminar Fees	Conference or seminar expense for outside conferences, not to be used for internal district store meetings.
Store Opening Event (Boutique)	Boutique Recruiters store opening expense only, ex. dinners, entertainment, etc. (S. Breedlove is owner of this account.)
Taxi/Limo/Subway	Taxi/Limo/Subway or similar transportation fees.
Tips	Tips paid to hotel, taxis, etc. (Some restrictions apply. See SOP 03-40-900)
Tolls	Tolls
Travel booking fees	Travel Agent or AMEX Cliqbook fees (i.e. \$9 and \$22 booking fees)

Any other purchases not fitting into these descriptions please email Penny Vetter or Tessa McCarthy for help.