

## Uniform Law Commission- Certify/Emburse Cheat Sheet

### Expense Report Data Entry Fields

**Expense Report Name** – Please include the name of your committee and the location of the meeting.

**State and End Dates** – Please include the start and end dates for your travel/meeting.

**Description** – Please include any special circumstances regarding your travel.

**Meeting/Committee** – Please choose the correct committee/meeting name from the drop-down menu.

### Expenses/Wallet/Receipt Data Entry Fields

**Date**- Please choose the date of the actual expense. If it is for airfare that was purchased earlier than the meeting date, please use the purchase date.

**Department** – You will need to select the correct department when submitting expenses either through your wallet as you are uploading receipts or when you create your actual expense report.

Commissioners will default to Drafting, if you are traveling for something other than a drafting meeting, please be sure to select the correct department. Please see below for examples:

*Drafting* –all drafting committee travel (this will be the majority of commissioner travel).

*Standing* – this includes Executive Committee, Style Committee, Scope, Legislative Council *Study* – all study committee travel (please choose this separate from drafting if you are on a study committee)

**Category** – Please choose the appropriate category from the drop-down menu (airfare, hotel, meals, group meals, other travel, rental car, transportation).

**Group Meals** – please include the names of all attending a group meal in the reason section. If there are overages for group meals, please include the explanation in the reason section. (Please contact us at [accounting@uniformlaws.org](mailto:accounting@uniformlaws.org) with questions).

**Other Travel** – includes tips for hotel, copying services, tolls.

**Transportation** – please include transportation for rides to and from the airport as well as any local rides taken. Receipts are required for these expenses.

**Amount** – Please include the dollar amount that matches your receipt for which you are requesting reimbursement.

**Vendor** – Please include the name of the vendor included on your receipt.

**Location** – Please include the city where your meeting is taking place.

**Meeting** – Please choose your meeting from the list of meetings in the drop-down menu. This will usually be your Committee Name

**Reason** – Please include additional details for the expense being added, examples include the following: Breakfast, lunch, dinner, group meal attendees, hotel tips, any other special circumstances.