

Business Purpose Guide

The following chart shows some examples of acceptable and unacceptable business purpose descriptions for different expense types.

Unacceptable	Acceptable
Research	Books for research of radiology project
Membership	FY05 dues in the Juvenile Diabetes Foundation for Dr. Smith
Subscription	FY06 American Medical Assoc subscription for Dr. Jones
Mileage & Parking	Mileage & parking fees for weekly trips between New Haven and Hartford to visit obesity study patients (list dates, sum of miles and amounts for parking in item list)
Catering	
Catering or Expenses for BSC	Behavioral Science Conference on 11/15/04
Lunch	Lunch for Jane Doe to speak at class MGT...
lunch meeting	Committee meeting to discuss...
Dinner	Alumni Speaker Series dinner 11/15/04
Business meals	
Seminar speaker meal	Dinner with John Smith and Prof...to discuss...11/20/04
Junior or Senior recruiting meal	Lunch w/Gail Smith to discuss employment opportunities at Yale 12/2/04
lunch meeting	Meeting with Ms.... (her company name) to discuss..12/1/04
lunch meeting	Staff meeting with...
Travel	
Amtrak	Participant in Admission's Explore Diversity weekend
Train ticket	Attend reception with Dr. ...and Ms. ... at the Hyatt in NYC 11/12/04
Trip to Boston	Trip to Boston to present speech at Science Conference 11/4-5/04
Travel	Board of Advisors meeting in NY 10/20-22/04
Car service for Professor...to airport	Car service for Prof...to JFK airport on 11/13/04 to attend Human Resources conference
Travel	Travel expenses for teaching Management seminar...

Note: When entering a business purpose, be sure to answer the questions of who, why, where and when for each expense.