

EXPENSE ACCOUNT MAPPING OVERVIEW

Below is a cheat sheet that can be used to aid in the transition to Concur expense reporting. The first column lists the account descriptions for the expenses used in the legacy Expense Generator. In the next column is the summary category in which the Concur screen displays the account description (highlighted below). The final column contains the description reflected in Concur.

All Expense Types

01. Travel Airfare Airline Fees Car Rental Hotel Laundry 02. Transportation Fuel Parking Personal Car Mileage - Brighton Only Taxi Tolls/Road Charges 03. Meals and Entertainment Breakfast	03. Meals and Entertainment Business Meals (Attendees) Dinner Entertainment - Client Entertainment - Staff Lunch National Sales Conference Office Meeting Regional Meeting Staff Meals - Internal 04. Office Expenses Computer Operations - Brighton Only Office Equipment/Hardware	04. Office Expenses Office Supplies/Software Postage 05. Communications Internet/Online Fees Mobile/Cellular Phone 06. Fees Agency Booking Fees Professional Subscriptions/Dues 07. Other Advertising Blitzes Clinics	07. Other Employee Welfare Equipment Rental - Brighton Only Experimental Material Lab Supplies - Brighton Only Moving No Mix Setup Program Materials Product Demos Promotion Promotion Gifts Recruiting - Sales Repairs and Maintenance - Brighton Only Safety Related	07. Other Safety Shoes Selling Supplies Seminar/Course Fees Shop Supplies Trade Show Training - Other Training - Paint School Training - STARS Tuition/Training Reimbursement Wearables (shirts, hats, etc.)
---	---	---	---	---

Expense Generator Description	Concur Category	Expense Description
Advertising	07. Other	Advertising
Air – Others	01. Travel	Airfare
Blitzes	07. Other	Blitzes
Clinics – Field Clinic	07. Other	Clinics
Computer Operations	04. Office Expenses	Computer Operations - Brighton Only
Dues and Subscriptions	06. Fees	Professional Subscriptions/Dues
Employee Welfare	03. Meals and Entertainment	Employee Welfare
Equipment Rental	07. Other	Equipment Rental - Brighton Only
Garments and Safety Shoes	07. Other	Safety Shoes
Gasoline	02. Transportation	Fuel
Hotel – Others	01. Travel	Hotel
	05. Communications	Business Calls
	05. Communications	Internet/Online Fees
Lab. Expense	07. Other	Lab Supplies - Brighton Only
Meals and Entertainment	03. Meals and Entertainment	Entertainment - Client
	03. Meals and Entertainment	Entertainment - Staff
	03. Meals and Entertainment	Business Meals (Attendees)
	03. Meals and Entertainment	Staff Meals - Internal
	03. Meals and Entertainment	Breakfast
	03. Meals and Entertainment	Lunch
	03. Meals and Entertainment	Dinner
Moving	07. Other	Moving
National Sales Conference	03. Meals and Entertainment	National Sales Conference
Office Mtng	03. Meals and Entertainment	Office Meeting
Office Supplies	04. Office Expenses	Office Supplies/Software
	04. Office Expenses	Office Equipment/Hardware
Overnight Delivery	04. Office Expenses	Postage
Postage	04. Office Expenses	Postage
Promotion	07. Other	Promotion
	07. Other	Promotion Gifts
Recruiting	07. Other	Recruiting - Sales
Recruiting Sales	07. Other	Recruiting - Sales
Regional Meeting	03. Meals and Entertainment	Regional Meeting
Rep Demos	07. Other	Product Demos
Repairs – Maint and Supplies	07. Other	Repairs & Maintenance - Brighton Only
Safety Related	07. Other	Safety Related

Expense Generator Description	Concur Category	Expense Description
Sales Managers-Meals and Ent	03. Meals and Entertainment	Entertainment - Client
	03. Meals and Entertainment	Entertainment - Staff
	03. Meals and Entertainment	Business Meals (Attendees)
	03. Meals and Entertainment	Staff Meals - Internal
	03. Meals and Entertainment	Breakfast
	03. Meals and Entertainment	Lunch
	03. Meals and Entertainment	Dinner
Sales Managers - Travel	01. Travel	Airline Fees
	01. Travel	Car Rental
	01. Travel	Laundry
	02. Transportation	Parking
	02. Transportation	Taxi
	02. Transportation	Tolls/Road Charges
	03. Meals and Entertainment	Entertainment - Client
	03. Meals and Entertainment	Entertainment - Staff
	03. Meals and Entertainment	Business Meals (Attendees)
	06. Fees	Agency Booking Fees
Sales Managers Air	01. Travel	Airfare
Sales Managers Demos	07. Other	Product Demos
Sales Managers Hotel	01. Travel	Hotel
	05. Communications	Business Calls
	05. Communications	Internet/Online Fees
Selling Supplies	07. Other	Selling Supplies
Seminars & Education	07. Other	Seminar/Course Fees
	07. Other	Tuition/Training Reimbursement
Shop Supplies	07. Other	Shop Supplies
Star Wearable Expense	07. Other	Wearables (shirts, hats, etc.)
Telephone – Cell	05. Communications	Mobile/Cellular Phone
Territory Managers Air	01. Travel	Airfare
Territory Managers Hotel	01. Travel	Hotel
	05. Communications	Business Calls
	05. Communications	Internet/Online Fees
Territory Mgrs - Travel	01. Travel	Airline Fees
	01. Travel	Car Rental
	01. Travel	Laundry
	02. Transportation	Parking
	02. Transportation	Taxi
	02. Transportation	Tolls/Road Charges
	03. Meals and Entertainment	Entertainment - Client
	03. Meals and Entertainment	Entertainment - Staff
	03. Meals and Entertainment	Business Meals (Attendees)
	06. Fees	Agency Booking Fees
Territory Mgrs Meals & Ent	03. Meals and Entertainment	Entertainment - Client
	03. Meals and Entertainment	Entertainment - Staff
	03. Meals and Entertainment	Business Meals (Attendees)
	03. Meals and Entertainment	Staff Meals - Internal
	03. Meals and Entertainment	Breakfast
	03. Meals and Entertainment	Lunch
	03. Meals and Entertainment	Dinner
Trade Show	07. Other	Trade Show
Trainee Travel	01. Travel	Airline Fees
	01. Travel	Car Rental
	01. Travel	Laundry
	02. Transportation	Parking
	02. Transportation	Taxi
	02. Transportation	Tolls/Road Charges
	03. Meals and Entertainment	Entertainment - Client
	03. Meals and Entertainment	Entertainment - Staff

Expense Generator Description	Concur Category	Expense Description
Trainee Travel	03. Meals and Entertainment	Business Meals (Attendees)
	06. Fees	Agency Booking Fees
Training – Paint School	07. Other	Training - Paint School
Training - Stars	07. Other	Training - STARS
Training – Territory Mgrs	07. Other	Training - Other
Travel – Others	01. Travel	Airline Fees
Travel – Others	01. Travel	Car Rental
	01. Travel	Laundry
	02. Transportation	Parking
	02. Transportation	Personal Car Mileage - Brighton Only
	02. Transportation	Taxi
	02. Transportation	Tolls/Road Charges
	03. Meals and Entertainment	Entertainment - Client
	03. Meals and Entertainment	Entertainment - Staff
	03. Meals and Entertainment	Business Meals (Attendees)
	06. Fees	Agency Booking Fees
	New Expenses	
	07. Other	No Mix Setup Program Materials