

Business Purpose

Description:

The Business Purpose serves as the overall classification of expense documents. Travel Authorizations (TAs) and Expense Reports (EXs) are considered expense documents in SFS. Business Purpose is a required field found on the entry screens of expense documents. It is used to route the document for approval through the Travel Authorization (TA) and/or Expense Report (EX) workflow.

Descriptions of each Business Purpose are included below.

Business Purpose	Description
Agency Visit	Travel required for work related visits to other agency locations
Cash Advance	Cash Advance being issued
Conference	Travel required to attend job related conference
Construction / Maintenance / Repairs	Travel required to participate in the construction, maintenance or repair of work related buildings, etc.
Deployment	Travel required for emergency responses due to snow storms, hurricanes, flooding, public health crises, etc.
Emergency Travel	These are trips that come up unexpectedly, with no time for a Travel Authorization to be submitted and approved
Enforcement	Travel related to the enforcement of laws, rules or regulations as part of the traveler's job duties
Equipment Transportation	Planned travel required to transport equipment or material to different locations. NOTE: Unplanned travel may fall under the Emergency Travel Business Purpose.
Inmate/ Client Transportation	Planned travel required to transport clients, patients or inmates to different locations. NOTE: Unplanned travel may fall under the Emergency Travel Business Purpose.
Inspection	Travel required to conduct inspections of facilities, job sites, structures, etc.
Legal Proceedings	Travel required for the participation of legal proceedings in connection to the traveler's job function

Meeting	Travel required for work related meetings
Non-Travel Expense	Reimbursement of job related expenses not associated with travel
Oversight	Travel required to provide, or report on, oversight
Procurement	Travel related to procurement of goods / services for the State
Routine Travel	Travel is a part of the normal execution of job functions
Site Visit	Travel required for work related visits to building / construction sites, accident sites, etc.
Test Administrations	Travel required to administer tests
Training and Education	Travel required to attend job related training and educational classes
Travel for Audit	Trips taken by auditors of several agencies
Union Business	Travel required to participate in union business in connection to the traveler's job function