

## Business Purpose Reference Sheet

#	Business Purpose	WD Description	Example Uses
1	Conference Attendee	Attending a conference/seminar to receive training or professional development (CI-09)	ASMBR Conference; ACLP Conference; Seminars & Workshops (in-person & virtual)
2	Conference Host	Sponsoring or hosting a conference, seminar or training program for other organizations (CI-09)	Official Functions like KidneyCon or Workshops inviting outside attendees (in-person & virtual)
3	Conference Presenter	Presenter or keynote speaker at a conference or seminar (CI-02)	If presenting at an external conference such as AMBR, ACLP, or others (in-person & virtual)
4	External Meetings or Events	Attending college fair, recruiting and advancement event, research travel, etc. (CI-02)	Meetings and/or events that are not conferences but are held by outside entities (i.e. a college fair held by Little Rock Central High School, a recruitment event held by the State of Arkansas, a research trip coordinated by Louisiana Tech, etc.)
5	Internal Meetings or Events	Attending University meeting, internal training event, fieldwork, etc. (CI-02)	Official Functions, meetings held by UAMS for UAMS, site visits to UAMS clinics (for IT purposes, photography shoots, etc.)
6	Non-Employee Travel	Guest of state, external committee members, candidates, student competition travel, student-athletic event, student-athlete travel, board of visitors etc. (CI-02)	Official Functions featuring guest speakers; student (ECMs) travel; Guest/Recruit travel (ECM ONLY)
7	Non-Travel	Expense purchases not related to travel (CI-02)	Only for Licenses & Fees, exceptions, or emergencies. Please only use as directed.
8	Other	(CI-02)	This should be used rarely. Do not use unless requested by Expense Partners.
9	Recruitment Event – Official	Athletics Recruiting (CI-02)	Not used by UAMS
10	Recruitment Event – Unofficial	Athletics Recruiting (CI-02)	Not used by UAMS
11	Vicinity or In-State Mileage	Mileage for local travel, research, errand, etc... Not to be confused with mileage for attending/presenting at a conference, etc.	Courier travel, errands, supply runs, any mileage-only trips not associated with a meeting or event