

Concur Reference Sheet

Expense Types	Description	
Advertising/print/TV/Bus Cards	To be used mainly by Sales and Marketing Groups	Brocures, business cards, TV or Radio time
Airfare	All airfare and fees related to air line travel	Tickets, checked bags
Annual Employee Appreciation Event	Employee Appreciation for all employees ANNUAL EVENT Holiday parties, Summer Appreciation Days	Not to be used for team meetings
Building - Maintenance & Repairs	Labor or repairs related to the buildings or grounds around the buildings.	Weed control, gas for mowing, light bulbs, furnace filters, snow removal
Business Meals (Attendees)	Food & beverages that are not extravagant: client meetings, business development, happy hour	All Customer meetings and off-site meetings (customer or employee) which include meals
CIP - Capital Expenditure	Capital Improvements - Purchase of Assets over \$5,000 which will be depreciated	Seldom on credit cards
Car - Maintenance & Repairs	Company Autos and pickups	Windshield wipers, fluids, car wash
Car Rental	Car Rental when traveling or if company vehicle is in for repairs.	Restricted to Mid-size (Class C)
Customers Appreciation	Sales representative showing appreciation to Customers. Purchasing of gift cards is Not allowed .	Donuts, drinks or snacks brought to customer jobsite. Year-end Holiday baskets. List approximate number of people. Example - Donuts to jobsite crew
Delivery Vehicle - Maintenance & Repairs	Ready mix trucks, Tractors, Dump Trucks or other delivery vehicles	Fleet department related - Parts or labor for delivery equipment
Donations/Sponsorships	Donations follow the donation SOP. Golf hole sponsorship	These are normally completed with a check request to AP. If a sponsorship includes Food and or Golf, must itemize your Concur transaction.
Employee Education/Seminars	Any employee education or training	Seminars or job related training to improve knowledge and performance
Entertainment - Non-deductible	Sporting events tickets, golf green fees, theaters, hunting	Non-Deductible. Must separate food from entertainment.
Fuel	Fuel or gasoline for company vehicles, if fuel card is not available	Seldom on credit cards. Employees without company vehicle should submit mileage, not a fuel slip
Gifts - Office (funeral flowers, misc. exp)	Typically purchase by Admin @ Centre Pointe	Funeral flowers or retirement gifts.
Government Fees/Taxes/Permits	Used by Fleet Maintenance & Finance mainly	No fines or speeding tickets should be paid with company credit cards. Over weight tickets can be sent to AP by a manager and can be paid with check or credit card
HR Job Postings	Used by the HR Department	
Marketing Literature	To be used by Sales and Marketing Groups	
Marketing POP Displays	To be used by Sales and Marketing Groups	
Marketing Promotional Items	To be used by Sales and Marketing Groups	
Marketing Website	To be used by Sales and Marketing Groups	
Marketing/Promotional Costs	To be used by Sales and Marketing Groups	
Meal Expense On-Site	Lunch and Learns, working meetings, Not to be used for Customer.	Coffee or water for plants or Safety Training, Driver Training, On-boarding - Must include attendees
Mobile/Cellular Phone	Phone related expenses, check with IT first	Car charger, phone case
Office Hardware - I.T.	Used by the IT Department	
Office Software - I.T.	Used by the IT Department	
Office Supplies	Misc office supplies. Plants use non-production supplies	Pens, paper, folders, cups, paper towels. No Food or Beverages
Our Company Sponsored Large Group Events Open to Public	Open to the public, DA DIG IN, Spring Valley 2024, Brick Layer, etc.	100% Deductible
Parking	Ground Transportation parking cost	Use off-site shuttles, economy parking, or rideshares services like Uber in place of taxis; valet parking is prohibited.
Per Diem	Per Diem is given in lieu of individual expense reimbursements. Covers lodging, meals and incidentals.	Used for employees working away from their home location and requires them to stay overnight due to the travel distance. See the T&E policy for details on employee Per
Personal Car Mileage	Employee use personal car for company travel. Reimbursement if for miles traveled not fuel purchased.	The mileage calculator should be used. Non-company vehicles, See the T&E policy for details on how to calculate mileage.
Physicals & Drug Testings	Used by the HR Department	

Plant Equip - Maintenance & Repairs	Production Equipment - Labor, parts or repair on equipment used in Production Only	Dust collector, conveyors, belts, valves, sand heater and lab equipment
Postage	Stamps, small FedEx envelope etc.	
Printing/Photocopying/Stationary	Outside Printing or Photocopying - Not Marketing	
Professional Fees	Outside professional services	Testing, accounting, legal. Typically paid through AP
Quality Control Testing Supplies	Used by the Engineering Services Department and lab	
Radio Exp Allocation- I.T.	Used by the IT Department	
Relocation Expenses	Used by Accounting Only	
Resale Merchandise	Items purchase that will be resold to a Customer. Must include Customer number and Sales Order number the customer is being billed on.	Used by Contractor Supply
Research & Development	Expenses tied to developing, designing or improving products	Typically used by Engineering Services and Lab
Rideshare Uber Taxi	Rideshare expenses while traveling	See T&E policy for additional details on tips
Safety Supplies	Safety items purchase to protect employees. Check with the Safety Department for availability.	Band-Aid, Safety Vest, Hard Hat etc.
Subscriptions/Dues	Annual employee association dues, dues for architectural site, bidding sites (SqFt.)	Company Association Dues like NRMCA are paid with an AP Check
Supplies - Non Production Supplies	Plant supplies NOT used in production. No Food or Beverages	Paper towels, toilet paper, rags, spay paint, tools, etc.
Supplies - Production Supplies	Plant supplies used in the production process.	Nuts, bolts, grease etc.
Tolls/Road Charges	While traveling for business	Tolls
Trade Shows/Open House/Sponsorships	Expenses related to Trade Shows, open house or sponsorships	Rental room, Tables, Booth, golf hole sponsorship. No Food.
Travel Breakfast (1 employee only)	Meals & beverages travel – Breakfast, Lunch, & Dinner, no per diem claimed	See T&E policy for additional details on acceptable amounts and tips
Travel Dinner (1 employee only)	Meals & beverages travel – Breakfast, Lunch, & Dinner, no per diem claimed	See T&E policy for additional details on acceptable amounts and tips
Travel Lunch (1 employee only)	Meals & beverages travel – Breakfast, Lunch, & Dinner, no per diem claimed	See T&E policy for additional details on acceptable amounts and tips
Truck License	Use by Fleet Maintenance	If outside of Fleet copy must be sent to them to update unit file