

## Payment Types

Users will be asked to identify the type of payment for which they paid an expense. To facilitate the user, a drop down menu will list the types of payment available.

<b>Payment Type</b>	<b>Definition</b>
<b>Cash</b>	Cash is currency, a personal check and/or personal credit card (non-State sponsored) used for payment of expenses incurred in conduct of official State business.
<b>Corporate Card</b>	A Corporate Card is a State-sponsored credit card (e.g.: American Express) used for payment of expenses incurred in conduct of official State business.
<b>Direct Charge</b>	<p>A Direct Charge is a travel expense that is charged directly to the State via a State approved travel agency or Business Travel Account (BTA). For example: Airfare that is not directly paid to the airline or travel agency but billed by the airline or travel agency directly to the State e.g.: BTA.</p> <p>The Direct Charge payment type is not applicable to every expense item.</p>

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