

## Concur Invoice Naming Conventions

TYPE OF SERVICE	INVOICE NUMBER FORMAT	Notes
Advertising Invoice W/Date Only (No Invoice #)	<b>ADMMDDYY</b>	(Date Of Invoice)
College Fair/Conference Registration	<b>REGMMDDYY</b>	(Use Date Of Fair/Conference)
Consultants	<b>CONSULTMMDDYY</b>	
Dmv Renewal	<b>LIC PLATE # + YEAR PAID TO</b>	(Ex. 4zmt222-2013)
Donations	<b>DONATIONMMYY</b>	
Game Guarantee	<b>GAMEMMDDYY</b>	(Date Of Game)
Grants	<b>GRNTSTIPEMMDDYY</b>	
Honorarium	<b>HONORMMDDYY</b>	
Invoice W/Date Only (No Invoice#)	<b>INVMDDYY</b>	(Date Of Invoice)
Legal Services	<b>LEGALMMDDYY</b>	
Non-Employee Expense Reports	<b>EXPMDDYY</b>	
Petty Cash	<b>PETTYCASHMMDDYY</b>	(Date Of Petty Cash Expense)
Photographers	<b>PHOTOMMDDYY</b>	
Referee	<b>REFEREEMDDYY</b>	
Refunds	<b>REFUNDSMMDDYY</b>	
Rental Facilities Or Equipment	<b>RENTALMMDDYY</b>	(Use Date Of Rental)
Sponsorships	<b>SPONSORMMDDYY</b>	(Date Of Event Sponsoring)
Stipends	<b>STIPENDMMDDYY</b>	
Subscription, Membership Fees, Dues	<b>DUESYYYY-YY</b>	(Ex. Dues2012-13)
Tournament Entry Fee	<b>TOURNMMDDYY</b>	(Date Of Tournament)
Tuition (For Each Student)	<b>TUILASTNAMEYY</b>	
Tuition (For Multiple Students)	<b>TUMULTIMYY</b>	

updated: 07/02/2018