Travel Naming Conventions

T = Travel
A = Authorization (Request)
E = Expense (Report)
2022 = Calendar Year
LQ = Traveler
StLouis = Destination (City for Domestic, Country for International)
Business Expense Naming Conventions

- B = Business
- A = Authorization (Request)
- E = Expense (Report)
- 2022 = Calendar Year
- LQ = Employee
- NovCell = Brief Description