

CEAS FSC Report Naming Conventions

Procurement Card

Convention	LastNameFirstInitial PC 4 digit year-1 or 2 digit month
Example	SmithJ PC 2026-5

Travel

Convention	LastNameFirstInitial Destination City 4 digit year-1 or 2 digit month and travel dates
Example	SmithJ Denver 2026-3-25-28
Note	Destination city name may be abbreviated due to character limit In the provided example, "2026-3-25-28" equals travel dates 3/25/26-3/28/26

Personal Reimbursement

Convention	LastNameFirstInitial Reimb 4 digit year-1 or 2 digit month
Example	SmithJ Reimb 2026-5

Non-Employee Reimbursement

Convention	NR LastNameFirstInitial What expense was for 4 digit year-1 or 2 digit month
Example	NR SmithJ Speaker 2026-5
Note	"What expense was for" may be abbreviated due to character limit

NRI Invoice Naming

Convention	NRI-LastNameFirstInitial-4 digit year-1 or 2 digit month
Example	NRI-SmithJ-2026-5