## FAQ - Where to assign ITS expenses:

### Where do I post an expense for my computer, cell phone or office supplies?
The Oracle Org should be your “home” Org and the Oracle Project should be that of the Service/Service Offering you spend most of your time supporting.

### Where do I post an expense related to training or conference and associated travel?
It depends on the type of training:
- a) If the training was general in nature for skills enhancement, then the Oracle Org should be your “home” Org and the Oracle Project should be “Staff Development #1088108”
- b) If the training is required, as it directly relates to a specific technology used for a service you support, the Oracle Org should be your “home” Org and the Oracle Project should be that of the specific Service/Service Offering it relates to

### Where do I post expenses for a departmental retreat?
The Oracle Org should be your “home” Org and the Oracle Project should be “Staff Development #1088108”

### Where do I post expenses to hang pictures, have keyboard trays installed, stand up desk installed, Dry-Erase board hung?
It depends:
- a) IF these needs are the result of you being relocated as a result of a larger space relocation project in ITS, the Oracle Org should be your “home” Org and the Oracle Project should be “ITS Space Relocation & Planning #1088071”
- b) IF these needs are a one off move due to position change or general preference, the Oracle Org should be your “home” Org and the Oracle Project should be that of the Service/Service Offering you spend most of your time supporting.