What is an Expense Tracking Number?

    We have to use this when there is more than one food document for an event:
        If you have more than one requisition,
        OR a requisition plus reimbursement(s)
        OR a requisition plus campus recharge(s) *(dining hall or café)*
        OR a requisition plus reimbursement(s) AND campus recharge(s)
    The campus has to track meal costs for audit, and the only way they can do that
    when there are many documents for an event is to assign the same number to all of them.
    This ties them all together, and they can be pulled up and looked at all together.

What kind of number do I choose?

    There are three kinds, you only have to choose one: CruzBuy requisition number, ERF, or MET.
        (The MET and CruzBuy req number can be used in the same kind of situation;
        they are just different ways of collecting information)

CruzBuy Req Number:
    If you only have CruzBuy requisitions
    Then you can use the number of the first requisition you create
    And include it on all your subsequent F&E forms for the event

ERF:
    If you have reimbursement(s) and/or campus recharge(s) plus your requisition(s)
    Then create an ERF and use that number on all your documents.

MET (Meal Expense Tracking Number):
    If you only have CruzBuy requisitions
    You create a MET and it automatically generates a number for you
    Then include it on all your forms for the event
    The MET form helps you calculate per-person cost
    And it can be emailed to or shared with other people
    https://financial.ucsc.edu/Pages/Forms_Help_MET.aspx