Overview

- This job aid is intended to help employees select the correct expense type.
- This job aid details expense types that require additional fields.
  - Airfare
  - Car Rental
  - Business Meals
  - Lodging
- This job aid explains how to **split funding** between two different departments.
- This job aid explains how to enter an expense for **recruiting** expenses.
1. **Airfare**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date of transaction</td>
</tr>
<tr>
<td>Template</td>
<td>Account code is derived from template/type combination</td>
</tr>
<tr>
<td>Expense Location</td>
<td>Location where expense occurred</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount that will be reimbursed</td>
</tr>
<tr>
<td>Description</td>
<td>Business purpose for trip</td>
</tr>
<tr>
<td>Merchant Name</td>
<td>Name of airline</td>
</tr>
<tr>
<td>Flight Class</td>
<td>Ticket class</td>
</tr>
<tr>
<td>Departure City</td>
<td>Origin of trip</td>
</tr>
<tr>
<td>Arrival City</td>
<td>Destination of trip</td>
</tr>
<tr>
<td>Passenger Name</td>
<td>Name of passenger on ticket</td>
</tr>
<tr>
<td>Airline Fee Type</td>
<td>List if this is a ticket fee, change, or other fee</td>
</tr>
<tr>
<td>Passenger Affiliation</td>
<td>If the ticket is for an employee, or if it was purchased on behalf of someone else such as a guest</td>
</tr>
<tr>
<td>Attachments</td>
<td>Receipt</td>
</tr>
</tbody>
</table>

**Required Fields:**

a. Date: Date of transaction
b. Template: Account code is derived from template/type combination
c. Expense Location: Location where expense occurred
d. Amount: Amount that will be reimbursed
e. Description: Business purpose for trip
f. Merchant Name: Name of airline
g. Flight Class: Ticket class
h. Departure City: Origin of trip
i. Arrival City: Destination of trip
j. Passenger Name: Name of passenger on ticket
k. Airline Fee Type: List if this is a ticket fee, change, or other fee
l. Passenger Affiliation: If the ticket is for an employee, or if it was purchased on behalf of someone else such as a guest
m. Attachments: Receipt
2. Car Rental

1. Required Fields:
   a. Date: Date of transaction
   b. Template: Account code is derived from template/type combination
   c. Expense Location: Location where expense occurred
   d. Amount: Amount that will be reimbursed
   e. Number of Days: Total days rented
   f. Description: Business purpose
   g. Merchant Name: Name of supplier
   h. Attachments: Receipt required if over $59
3. Business Meals

1. Less than 10 attendees (be sure correct expense type is selected Business Meals/Hospitality > 10):
   a. Date: Date of transaction
   b. Template: Account code is derived from template/type combination
   c. Expense Location: Location where expense occurred
   d. Amount: Amount that will be reimbursed
   e. Description: Business purpose for meal
   f. Merchant Name: Name of supplier
   g. Attachments: Receipt
   h. Add Attendees:
      Add Baylor attendees by clicking the + next to Employees. Add individuals not affiliated with Baylor by clicking the + next to Nonemployees.
i. Enter the amount on each line or click divide equally to divide the total.

![Amount (USD)](image)

- Divide amount equally

2. More than 10 attendees (be sure correct expense type is selected **Business Meals/Hospitality + 10**):

![Expense Form](image)

- a. Date: Date of transaction
- b. Template: Account code is derived from template/type combination
- c. Expense Location: Location where expense occurred
- d. Amount: Amount that will be reimbursed
- e. Description: Business purpose for meal
- f. Merchant Name: Name of supplier
- g. Attachments: Receipt
- h. Description of Group: Name the department/event name (i.e., New Student Orientation)
- i. Number of Attendees: Number must be greater than 10
Expenses: Using Expense Types

4. Lodging

1. Required Fields:
   a. Date: Date of transaction
   b. Template: Account code is derived from template/type combination
   c. Expense Location: Location where expense occurred
   d. Amount: Amount that will be reimbursed
   e. Description: Business purpose for stay
   f. Merchant Name: Name of supplier
   g. Attachments: Receipt

2. Itemization:
   a. If receipt includes other fees than lodging (such as Parking, Internet, Meals, etc.), then it should be itemized by clicking the Itemize button next to the amount.
   b. Click the dropdown arrow under Type to select the appropriate category to itemize the expense and enter an amount.
c. Click the + icon to add additional lines.

![Expense Form Example]

**5. All Other Types**

![Expense Form Example]

1. **Required Fields:**
   a. Date: Date of transaction
   b. Template: Account code is derived from template/type combination
c. Expense Location: Location where expense occurred
d. Amount: Amount that will be reimbursed
e. Description: Business purpose
f. Merchant Name: Name of supplier
g. Attachments: Receipt required if over $59

6. Split Funding

1. If funding needs to be split between multiple departments, Create Item and select Split Funding:
   a. Date: Date of transaction
   b. Template: Account code is derived from template/type combination
   c. Expense Location: Location where expense occurred
   d. Amount: Amount that will be reimbursed
   e. Description: Reason for splitting expense between departments
   f. Attachments: Receipt
2. Under **Itemization**:  
   a. Select the type that best represents the expense purchased.  
   b. Amount: Enter how much will be charged to specific department  
   c. Merchant Name: Supplier name  
   d. Description: Business purpose  
   e. Click the + icon to add a new expense item.
f. Account: Update the CoA segments to the correct combination

![Account Segment Screen]


g. Select **Save and Close**.

### 7. Recruiting Expenses

**Note:** There is not a specific expense type for Recruiting. The **Activity** account segment must be updated to Recruiting to designate the expense item as a Recruiting activity. The below example shows how to search for a segment value. If the value is known, it can be input directly.

1. To update the activity segment, first **open or create** an expense item.
2. Click the **Magnifier Icon** next to the **Account** field.

![Account Search]

3. Click on the activity **drop down arrow**.
4. At the bottom of the list, click **Search**.
Expenses: Using Expense Types

5. Click **Reset** to clear the default values.

6. Type “Recruiting” into the **Description** field then click **Search**.
7. Select the recruiting value (line will be highlighted blue), then click **OK**.

   ![Search and Select: Activity](image)

8. The **Activity** segment has now been updated to **Recruiting**, and the user can click **OK** to finish processing the expense item as normal.

   ![Account](image)