

# Expenses: Using Expense Types

## 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.

# Expenses: Using Expense Types

## I. Airfare

The screenshot shows the 'Airfare 3/5/20' form in the Ignite system. The form is divided into several sections:

- Header:** 'Airfare 3/5/20' with navigation buttons: 'Add to Report', 'Close', and 'Cancel'.
- Form Fields:**
  - \* Date: 3/5/20
  - \* Template: Faculty / Staff Travel - Domestic
  - \* Type: Airfare
  - \* Expense Location: Tacoma, Pierce, WA, United S
  - \* Amount: USD - 50.00
  - \* Description: PNNL Conference
  - \* Merchant Name: AA
  - \* Flight Class: Coach
  - \* Departure City: Dallas
  - \* Arrival City: Seattle
  - \* Passenger Name: Lady Bear
  - Account: 110-10730-100-1000000-93843-701-01
  - Project Number: [Search]
  - Task Number: [Search]
  - Contract Number: [Search]
  - Funding Source: [Search]
  - Airline Fee Type: Ticket
  - Passenger Affiliation: Employee
- Attachments:** Airfare Receipt.pdf + X
- Authorization:** None +
- Receipt missing:**

### I. 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

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## 2. Car Rental

The screenshot shows the Ignite BPT interface for a Car Rental expense. The form is titled "Car Rental 3/5/20" and includes the following fields and options:

- Date:** 3/5/2020
- Template:** Faculty / Staff Travel - Domestic
- Type:** Car Rental
- Expense Location:** Tacoma, Pierce, WA, United S
- Amount:** USD - 250.00
- Number of Days:** 3
- Daily Amount:** 83.33 USD
- Description:** PNNL Conference
- Merchant Name:** Hertz
- Attachments:** Rental Car.pdf + X
- Receipt missing:**
- Authorization:** None +
- Account:** 110-10730-100-1000000-93843-701-01
- Project Number:** [Searchable]
- Task Number:** [Searchable]
- Contract Number:** [Searchable]
- Funding Source:** [Searchable]

### I. Required Fields:

- Date: Date of transaction
- Template: Account code is derived from template/type combination
- Expense Location: Location where expense occurred
- Amount: Amount that will be reimbursed
- Number of Days: Total days rented
- Description: Business purpose
- Merchant Name: Name of supplier
- Attachments: Receipt required if over \$59

# Expenses: Using Expense Types

## 3. Business Meals

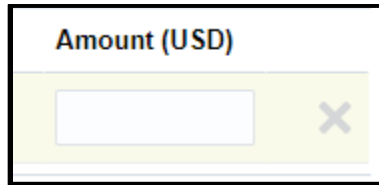
### I. Less than 10 attendees (be sure correct expense type is selected **Business Meals/Hospitality > 10**):

- Date: Date of transaction
- Template: Account code is derived from template/type combination
- Expense Location: Location where expense occurred
- Amount: Amount that will be reimbursed
- Description: Business purpose for meal
- Merchant Name: Name of supplier
- Attachments: Receipt
- Add Attendees:

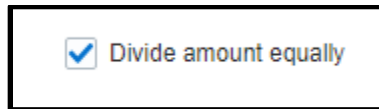
Add Baylor attendees by clicking the + next to Employees. Add individuals not affiliated with Baylor by clicking the + next to Nonemployees.

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- i. Enter the amount on each line or click divide equally to divide the total.

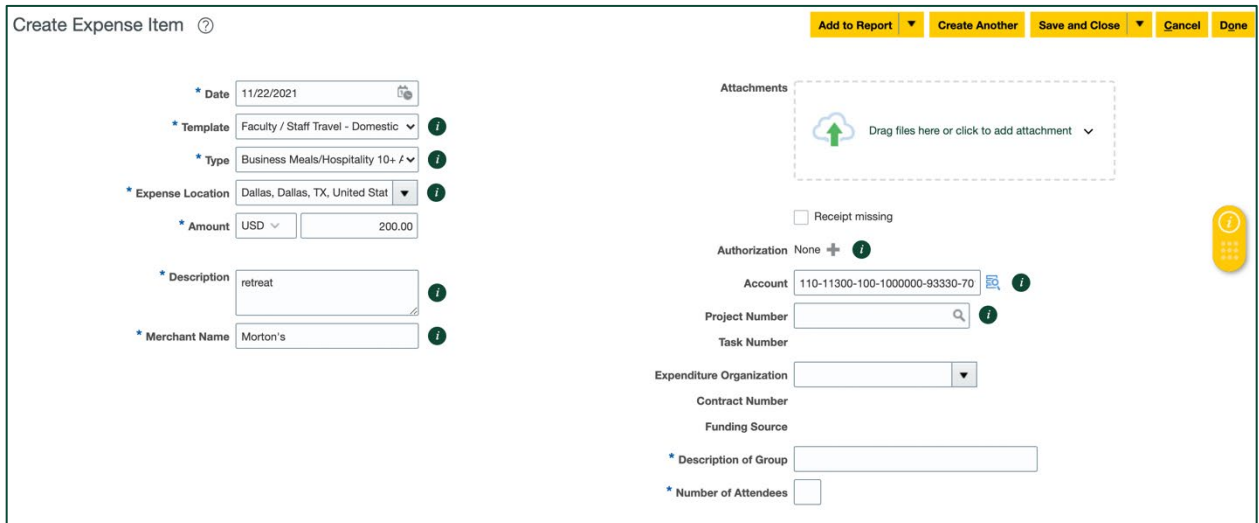


A rectangular box with a yellow background and a black border. At the top, it says "Amount (USD)". Below that is a white input field with a grey "X" button to its right.



A rectangular box with a white background and a black border. It contains a checked checkbox followed by the text "Divide amount equally".

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



A screenshot of a "Create Expense Item" form. The form is titled "Create Expense Item" and has a yellow bar at the top with buttons: "Add to Report", "Create Another", "Save and Close", "Cancel", and "Done". The form is divided into several sections:

- Date:** 11/22/2021
- Template:** Faculty / Staff Travel - Domestic
- Type:** Business Meals/Hospitality 10+ /
- Expense Location:** Dallas, Dallas, TX, United Stat
- Amount:** USD, 200.00
- Description:** retreat
- Merchant Name:** Morton's
- Attachments:** Drag files here or click to add attachment
- Receipt missing:**
- Authorization:** None
- Account:** 110-11300-100-1000000-93330-70
- Project Number:** [Search]
- Task Number:** [Search]
- Expenditure Organization:** [Dropdown]
- Contract Number:** [Text]
- Funding Source:** [Text]
- Description of Group:** [Text]
- Number of Attendees:** [Text]

- 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

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## 4. Lodging

Create Expense Item

3/9/2020  
Faculty / Staff Travel - Domestic  
Lodging  
Tacoma, Pierce, WA, United S  
USD - 500.00 **Itemize**  
Reimbursable Amount 500.00 USD

Attachments: Hotel Receipt.pdf  
 Receipt missing  
Authorization: None

Description: Conference Hotel  
Merchant Name: Hilton  
Checkout Date: 3/13/20

Account: 110-10730-100-1000000-93843-701-01  
Project Number  
Task Number  
Contract Number  
Funding Source

### 1. Required Fields:

- Date: Date of transaction
- Template: Account code is derived from template/type combination
- Expense Location: Location where expense occurred
- Amount: Amount that will be reimbursed
- Description: Business purpose for stay
- Merchant Name: Name of supplier
- Attachments: Receipt

### 2. Itemization:

- 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.
- Click the dropdown arrow under Type to select the appropriate category to itemize the expense and enter an amount.

Create Expense Item

Business 0.00  
Personal 0.00  
Lodging 500.00 USD  
Remaining Balance 500.00

Type	Date	Daily Amount	Days	Amount (USD)	Personal
Lodging - Itemization	3/9/20			0.00+	<input type="checkbox"/>

Internet - Itemization  
Laundry - Itemization  
Lodging - Itemization  
Lodging Advance Deposit - Itemization  
Meals Actual Cost - Itemization  
Parking - Itemization

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c. Click the + icon to add additional lines.

The screenshot shows an expense entry form with a summary at the top right: Business 500.00, Personal 0.00, and Remaining Balance 0.00. A red box highlights a '+' icon in the top left. Below the summary is a table with columns: \* Type, \* Date, Daily Amount, Days, \* Amount (USD), and Personal. The first row is 'Parking - Itemization' for 3/9/2020, with a daily amount of 50.00, 1 day, and a total amount of 50.00. Below this row are fields for 'Authorization None +' and 'Account' (110-10730-100-1000000-93843-701-01). The second row is 'Lodging - Itemization' for 3/9/2020, with a daily amount of 450.00, 1 day, and a total amount of 450.00. It also has 'Authorization None +' and the same 'Account' field.

d. Select **Save and Close**.

## 5. All Other Types

The screenshot shows the 'Create Expense Item' form in the Ignite BPT system. The form includes fields for: \* Date (3/9/20), \* Template (Faculty / Staff Travel - Domestic), \* Type (Parking), \* Expense Location (Dallas, Dallas, TX, United States), \* Amount (USD - 50.00), Reimbursable Amount (50.00 USD), \* Description (Parking), \* Merchant Name (DFW Airport), Account (110-10730-100-1000000-93843-701-01), Project Number, Task Number, Contract Number, and Funding Source. There are also 'Attachments None +' and 'Authorization None +' sections, and a 'Receipt missing' checkbox. The top navigation bar includes the Ignite BPT logo and user information (AM).

I. Required Fields:

- Date: Date of transaction
- Template: Account code is derived from template/type combination

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- 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

The screenshot shows the 'Create Expense Item' form in the Ignite BPT system. The form is titled 'Create Expense Item' and includes the following fields and options:

- Date:** 3/9/2020
- Template:** Faculty / Staff Travel - Domestic
- Type:** Split Funding
- Expense Location:** Tacoma, Pierce, WA, United S
- Amount:** USD - 600.00 (with an 'Itemize' button)
- Reimbursable Amount:** 600.00 USD
- Attachments:** None
- Authorization:** None
- Description:** Split Between Biology and Chemistry
- Account:** 110-10730-100-1000000-93800-701-01
- Project Number:** (Searchable field)
- Task Number:** (Searchable field)
- Contract Number:** (Searchable field)
- Funding Source:** (Searchable field)

- I. 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

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## 2. Under **Itemization**:

- Select the type that best represents the expense purchased.
- Amount: Enter how much will be charged to specific department
- Merchant Name: Supplier name
- Description: Business purpose
- Click the + icon to add a new expense item.

Business 300.00  
Personal 0.00  
Remaining Balance 0.00

+ ▾ ☰

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal
Car Rental	3/9/20	150.00	1	150.00	<input type="checkbox"/>

\* Merchant Name: Hertz  
\* Description: Rented Van for conference travel  
Authorization: None +  
Account: 320-32330-100-1000000-00000-101-0 🔍

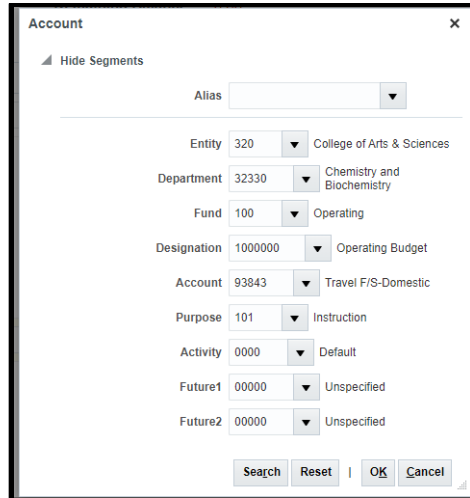
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Car Rental 3/9/20 150.00 1 150.00

\* Merchant Name: Hertz  
\* Description: Rented Van for conference travel - Chemistry Charge  
Authorization: None +  
Account: 320-32330-100-1000000-93843-101-0 🔍

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- f. Account: Update the CoA segments to the correct combination



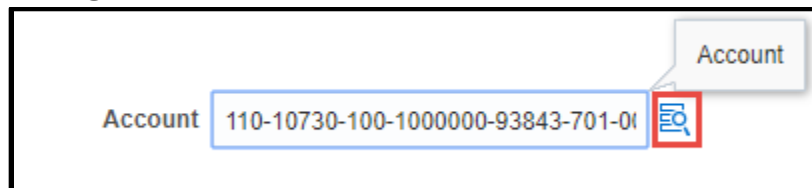
The screenshot shows a dialog box titled "Account" with a close button (X) in the top right corner. Below the title bar is a "Hide Segments" toggle. The main area contains several dropdown menus for CoA segments: Alias (empty), Entity (320 - College of Arts & Sciences), Department (32330 - Chemistry and Biochemistry), Fund (100 - Operating), Designation (1000000 - Operating Budget), Account (93843 - Travel F/S-Domestic), Purpose (101 - Instruction), Activity (0000 - Default), Future1 (00000 - Unspecified), and Future2 (00000 - Unspecified). At the bottom are buttons for Search, Reset, OK, and Cancel.

- 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.



The screenshot shows a text input field labeled "Account" containing the value "110-10730-100-1000000-93843-701-01". To the right of the input field is a magnifying glass icon. A tooltip box labeled "Account" is positioned above the magnifier icon.

3. Click on the activity **drop down arrow**.

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The 'Account' dialog box contains the following fields and values:

- Hide Segments:
- Alias: [Empty]
- Entity: 110 (Chief Business Officer)
- Department: 10730 (Financial Services)
- Fund: 100 (Operating)
- Designation: 1000000 (Operating Budget)
- Account: 93843 (Travel F/S-Domestic)
- Purpose: 701 (Inst Support-General)
- Activity: 0000 (Default) - highlighted with a red box
- Future1: 00000 (Unspecified)
- Future2: 00000 (Unspecified)

Buttons at the bottom: Search, Reset, OK, Cancel.

4. At the bottom of the list, click **Search**.

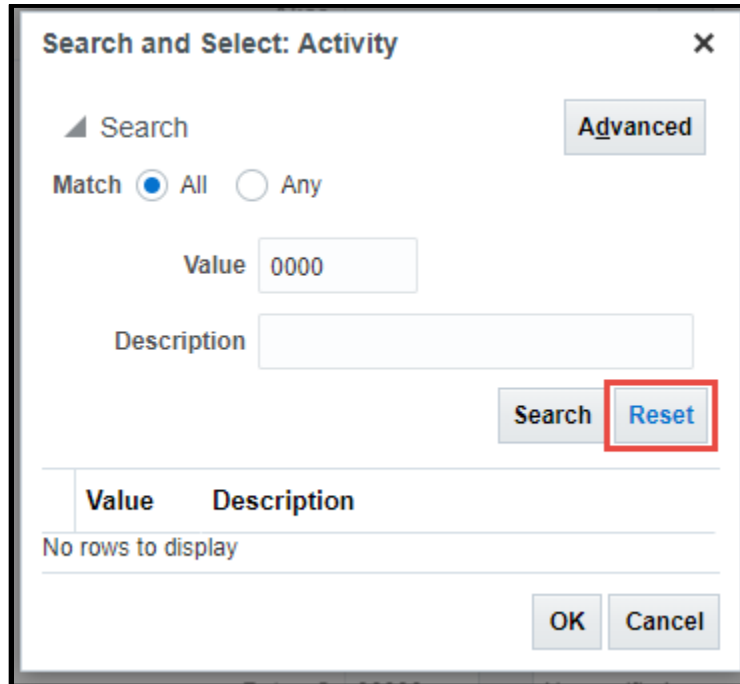
The dropdown menu for the Activity field shows the following items:

- Activity: 0000 (Default)
- Future1: 0000 (Default)
- Future2: 1101 (Strategic Initiative A)
- Future2: 1102 (Strategic Initiative B)
- Future2: 1103 (Strategic Initiative C)
- Future2: 1104 (Strategic Initiative D)
- Future2: 1105 (Strategic Initiative E)
- Future2: 1106 (Strategic Initiative F)
- Future2: 1107 (Strategic Initiative G)
- Future2: 1108 (Strategic Initiative H)
- Future2: 1109 (Strategic Initiative I)

A red box highlights the 'Search...' button at the bottom of the list.

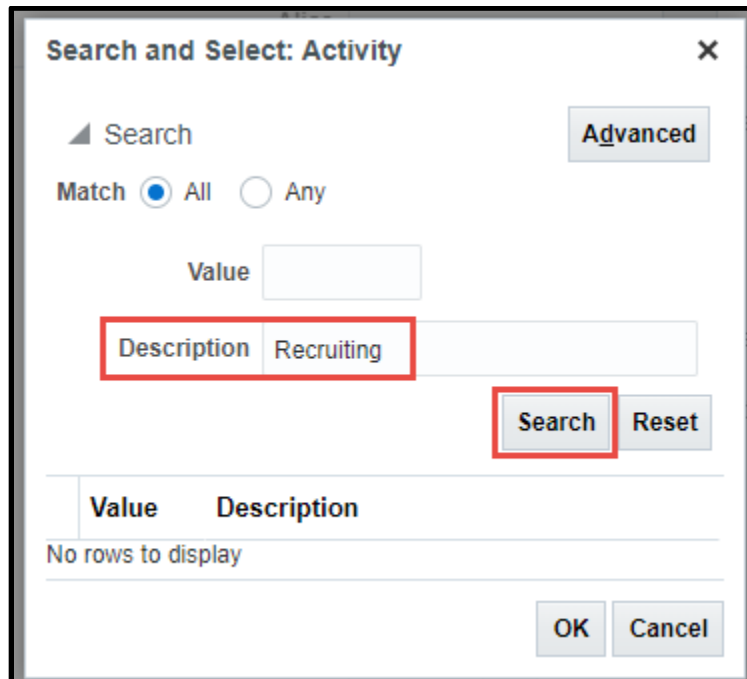
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5. Click **Reset** to clear the default values.



The screenshot shows a dialog box titled "Search and Select: Activity". It has a search section with a "Search" button and an "Advanced" button. The "Match" section has radio buttons for "All" (selected) and "Any". There are input fields for "Value" (containing "0000") and "Description". Below these are "Search" and "Reset" buttons, with the "Reset" button highlighted by a red box. At the bottom, there are "OK" and "Cancel" buttons. A table below the search fields shows "Value" and "Description" headers and the text "No rows to display".

6. Type "Recruiting" into the **Description** field then click **Search**.



The screenshot shows the same dialog box as above, but now the "Description" field contains the text "Recruiting". The "Search" button is highlighted with a red box. The "Value" field is empty. The "Match" section remains the same. The "OK" and "Cancel" buttons are at the bottom. The table below still shows "No rows to display".

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7. Select the recruiting value (line will be highlighted blue), then click **OK**.

**Search and Select: Activity** [X]

Search [Advanced]

Match  All  Any

Value

Description

[Search] [Reset]

Value	Description
4003	Recruiting

[OK] [Cancel]

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** [X]

Hide Segments

Alias

Entity 110 [v] Chief Business Officer

Department 10730 [v] Financial Services

Fund 100 [v] Operating

Designation 1000000 [v] Operating Budget

Account 93843 [v] Travel F/S-Domestic

Purpose 701 [v] Inst Support-General

**Activity 4003 [v] Recruiting**

Future1 00000 [v] Unspecified

Future2 00000 [v] Unspecified

[Search] [Reset] [OK] [Cancel]