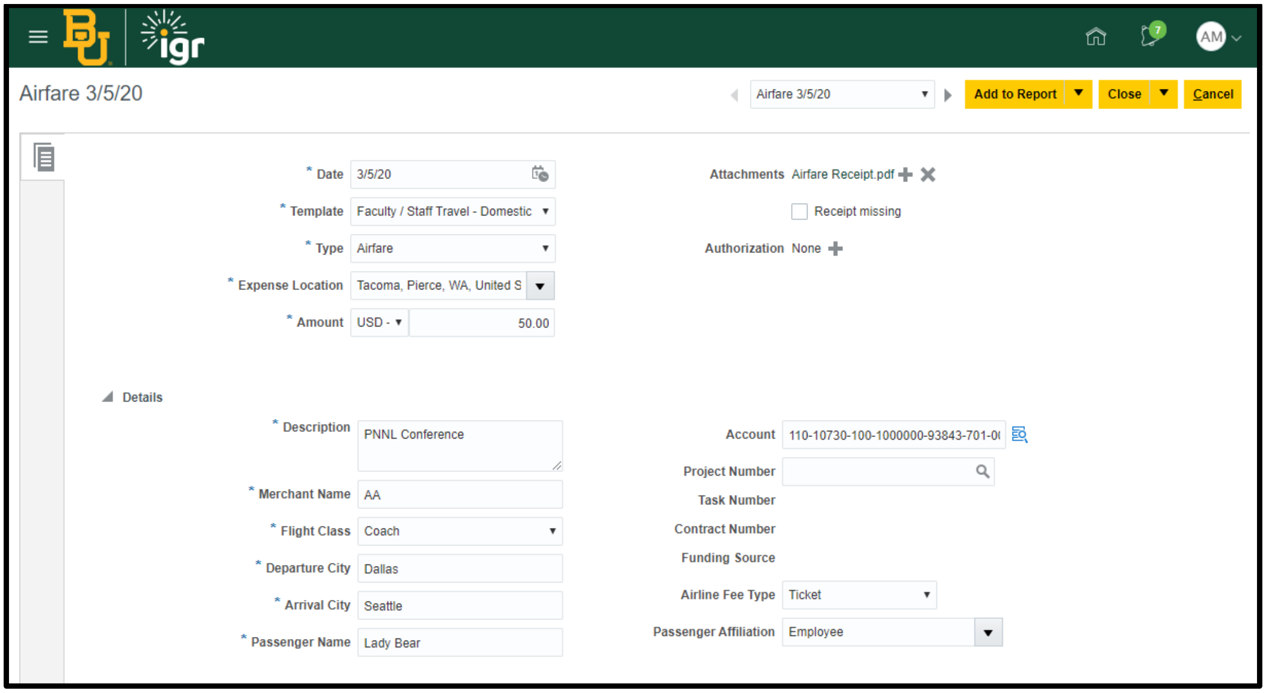
Expenses: Using Expense Types

Overview

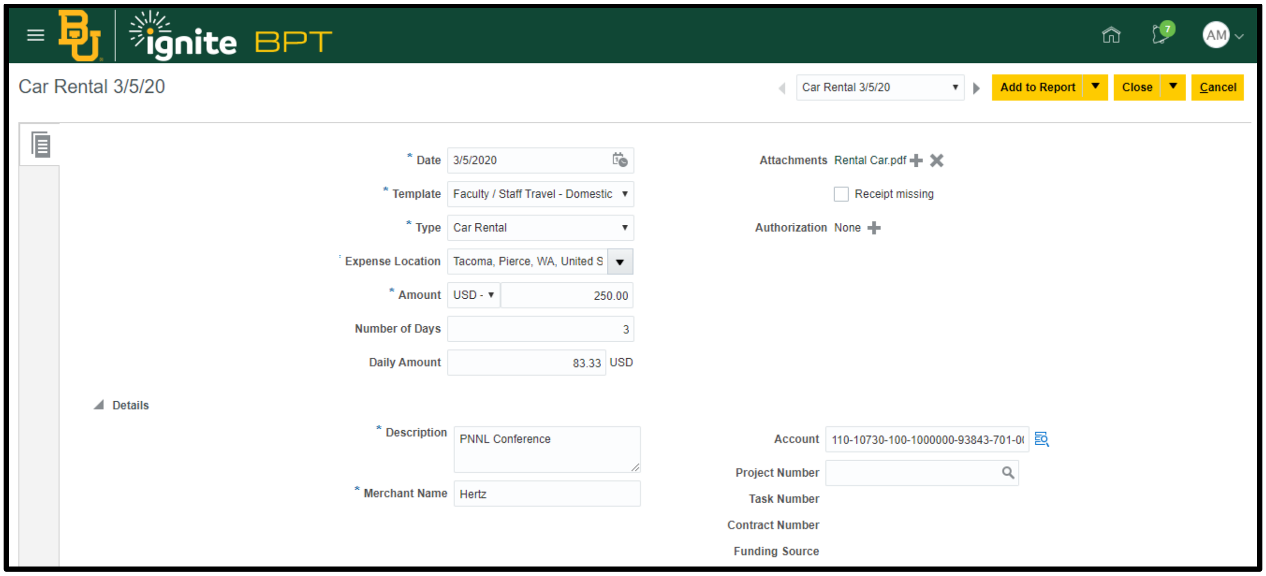
- This job aid is intended to help employees select the correct expense type.
- This job aid details expense types that require additional fields.
    - Airfare
    - Car Rental
    - Business Meals
    - Lodging
- This job aid explains how to **split funding** between two different departments.
- This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

1. Airfare



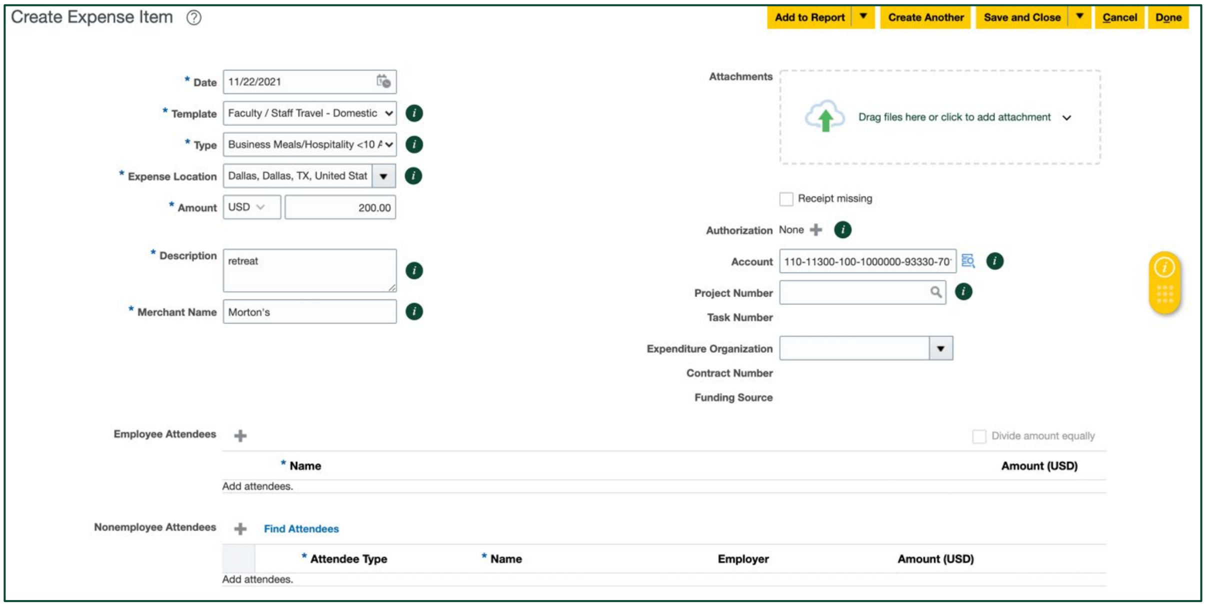
1. Required Fields:
   a. Date: Date of transaction
   b. Template: Account code is derived from template/type combination
   c. Expense Location: Location where expense occurred
   d. Amount: Amount that will be reimbursed
   e. Description: Business purpose for trip
   f. Merchant Name: Name of airline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



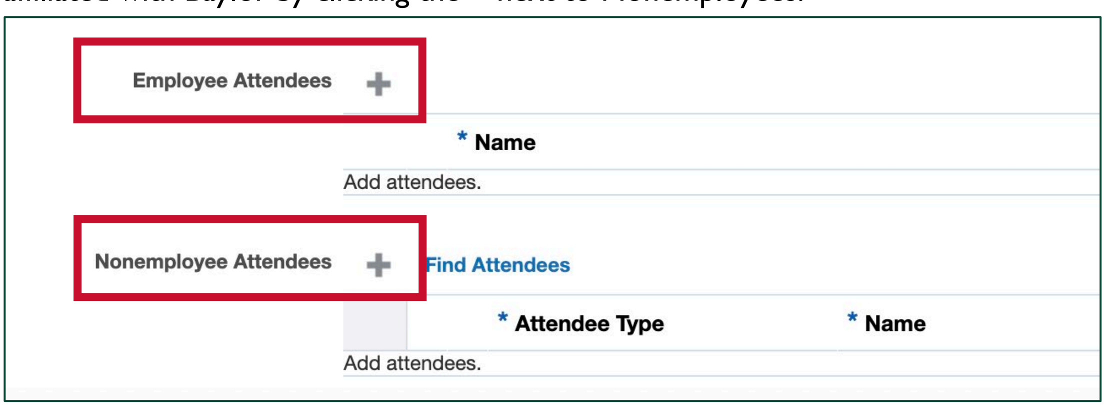
1. Required Fields:
    a. Date: Date of transaction
    b. Template: Account code is derived from template/type combination
    c. Expense Location: Location where expense occurred
    d. Amount: Amount that will be reimbursed
    e. Number of Days: Total days rented
    f. Description: Business purpose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

3. Business Meals

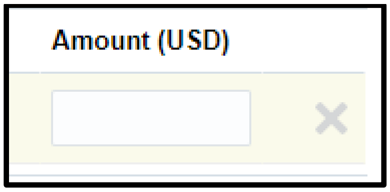


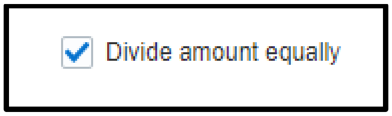
1. Less than 10 attendees (be sure correct expense type is selected **Business Meals/Hospitality > 10**):
    a. Date: Date of transaction
    b. Template: Account code is derived from template/type combination
    c. Expense Location: Location where expense occurred
    d. Amount: Amount that will be 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.

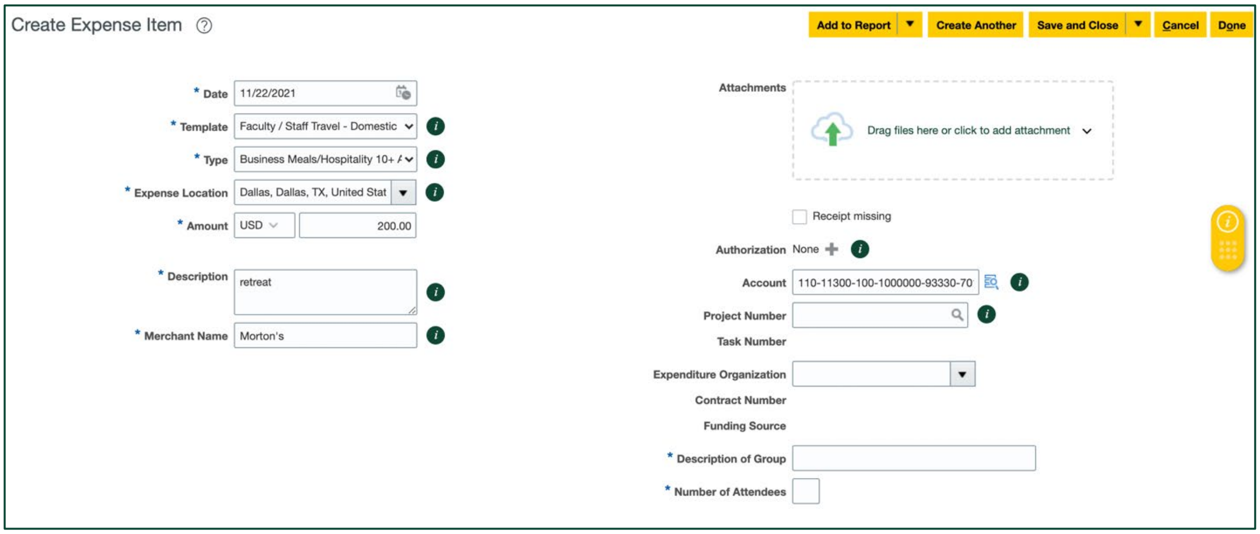


i. Enter the amount on each line or click divide equally to divide the total.



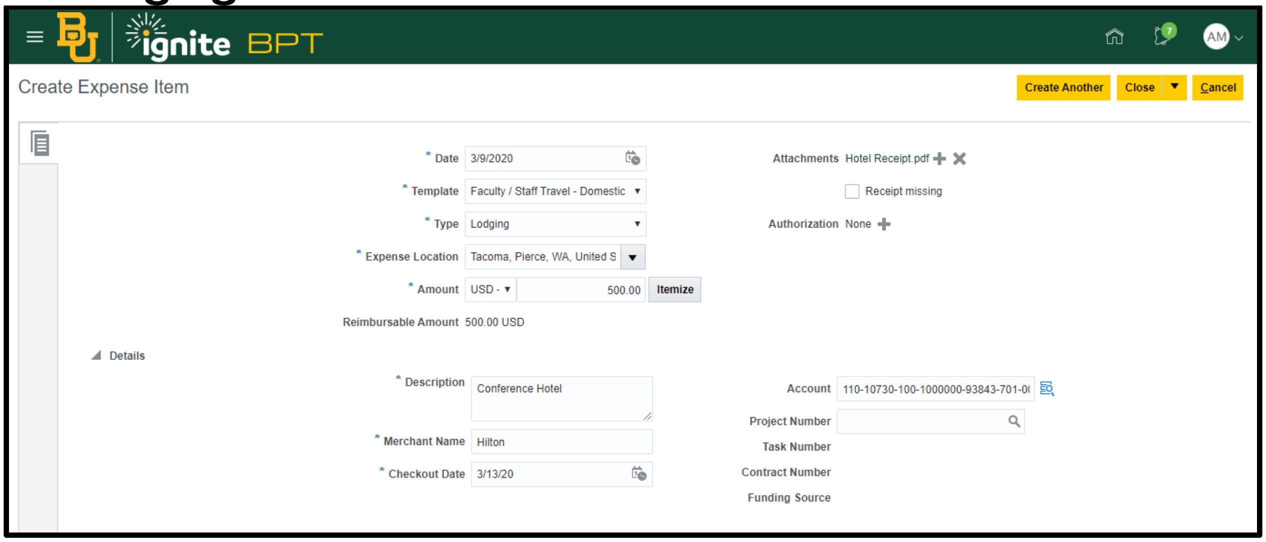


2. More than 10 attendees (be sure correct expense type is selected **Business Meals/Hospitality + 10**):

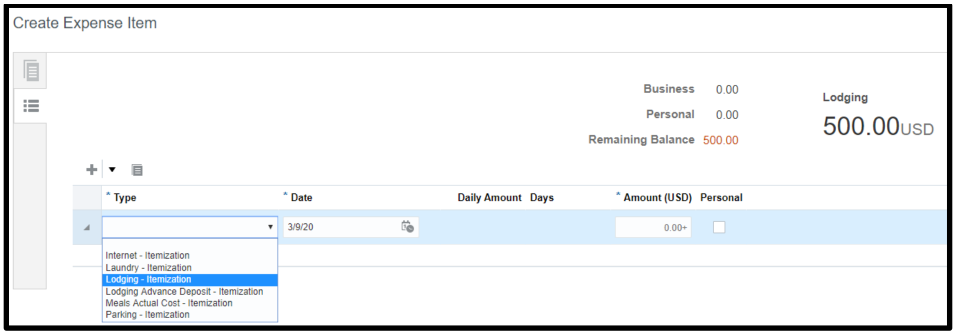


a. Date: Date of transaction
b. Template: Account code is derived from template/type combination
c. Expense Location: Location where expense occurred
d. Amount: Amount that will be reimbursed
e. Description: Business purpose for meal
f. Merchant Name: Name of supplier
g. Attachments: Receipt
h. Description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

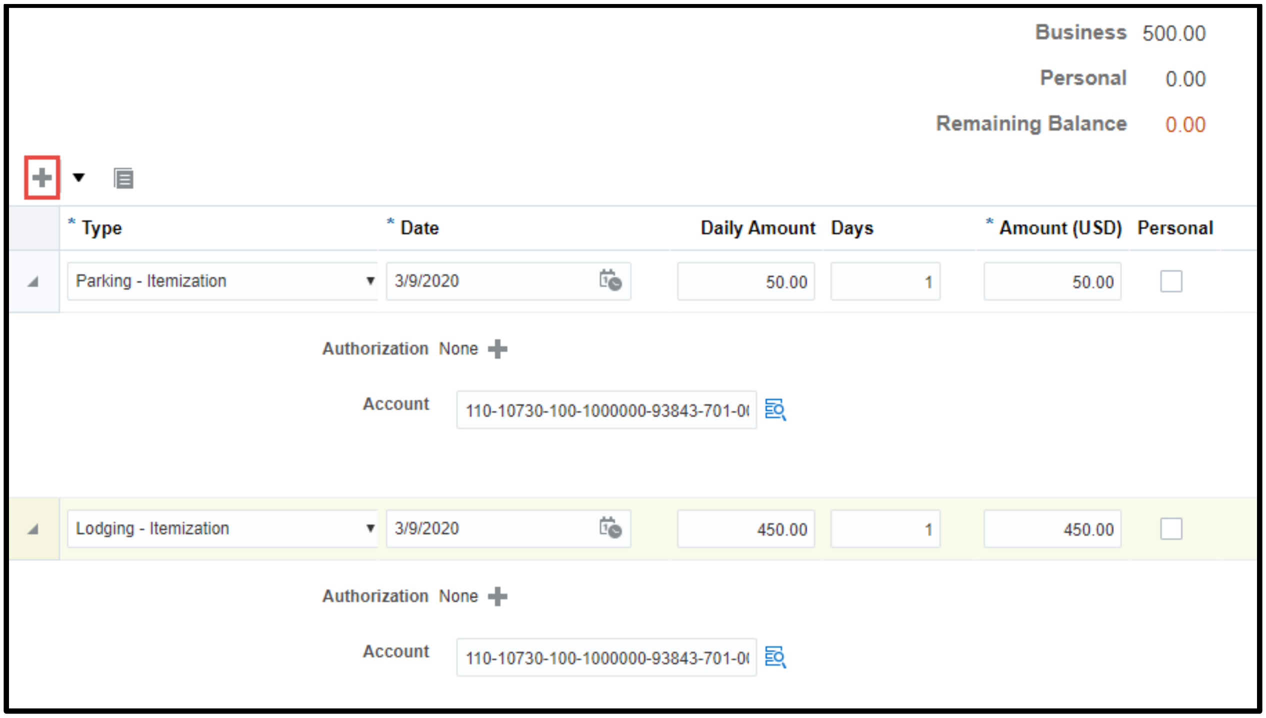
4. Lodging



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.

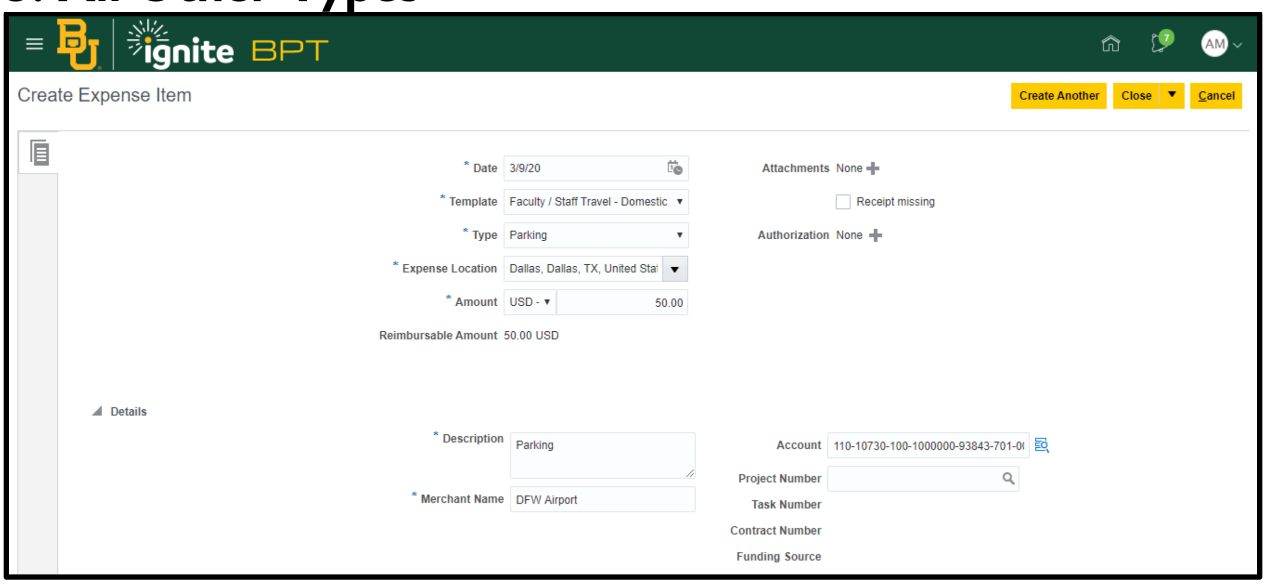


c. Click the **+** icon to add additional lines.



d. Select **Save and Close**.

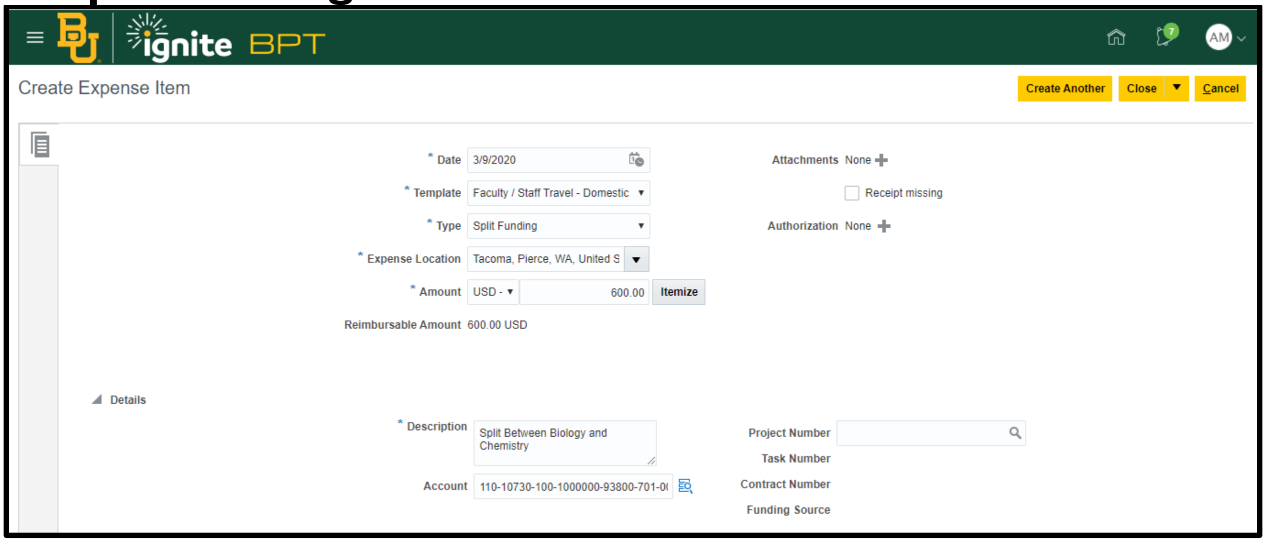
5. All Other Types



1. Required Fields:
   a. Date: Date of transaction
   b. Template: Account code is derived from template/type combination

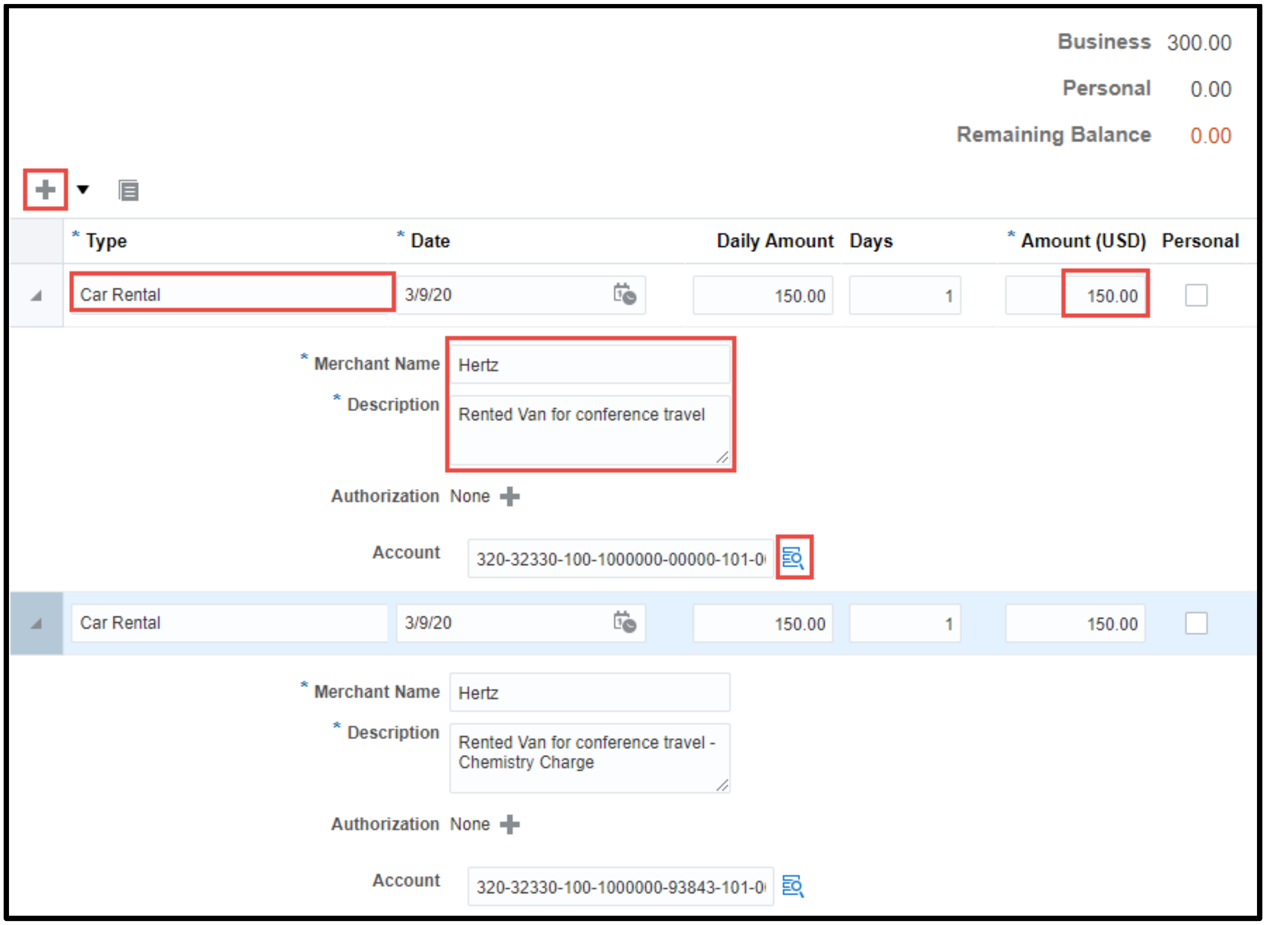
c. Expense Location: Location where expense occurred
d. Amount: Amount that will be reimbursed
e. Description: Business purpose
f. Merchant Name: Name of supplier
g. Attachments: Receipt required if over $59

6. Split Funding

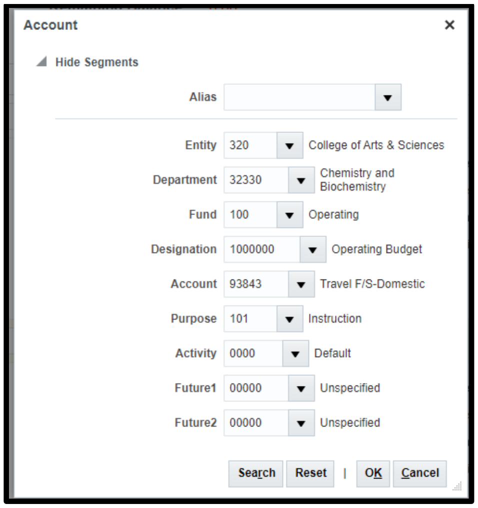


1. If funding needs to be split between multiple departments, **Create Item** and select **Split Funding**:
   a. Date: Date of transaction
   b. Template: Account code is derived from template/type combination
   c. Expense Location: Location where expense occurred
   d. Amount: Amount that will be 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

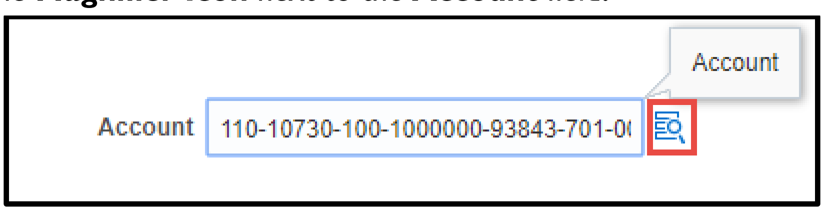


g. Select **Save and Close**.

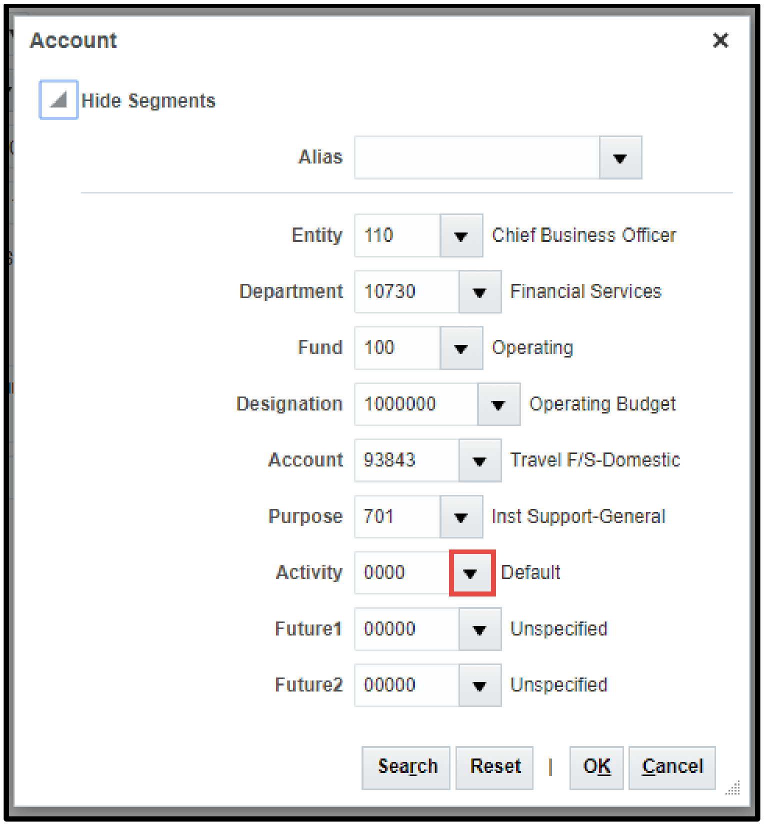
7. Recruiting Expenses

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.

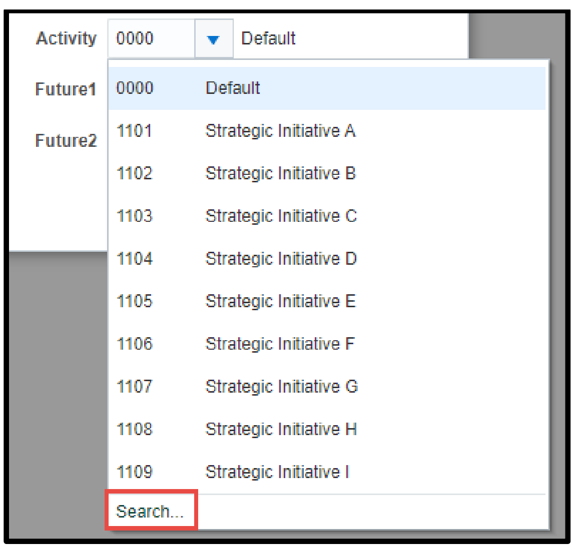
1. To update the activity segment, first **open or create** an expense item.
2. Click the **Magnifier Icon** next to the **Account** field.



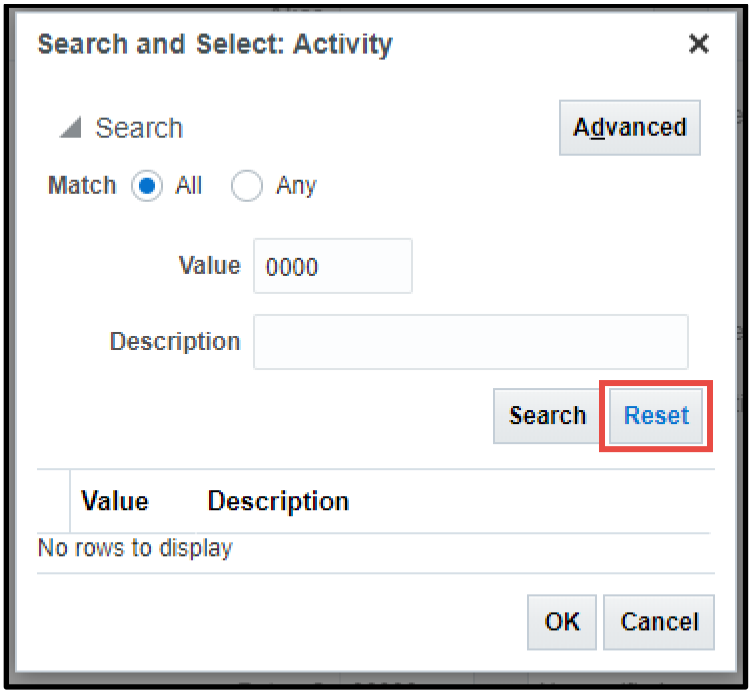
3. Click on the activity **drop down arrow.**



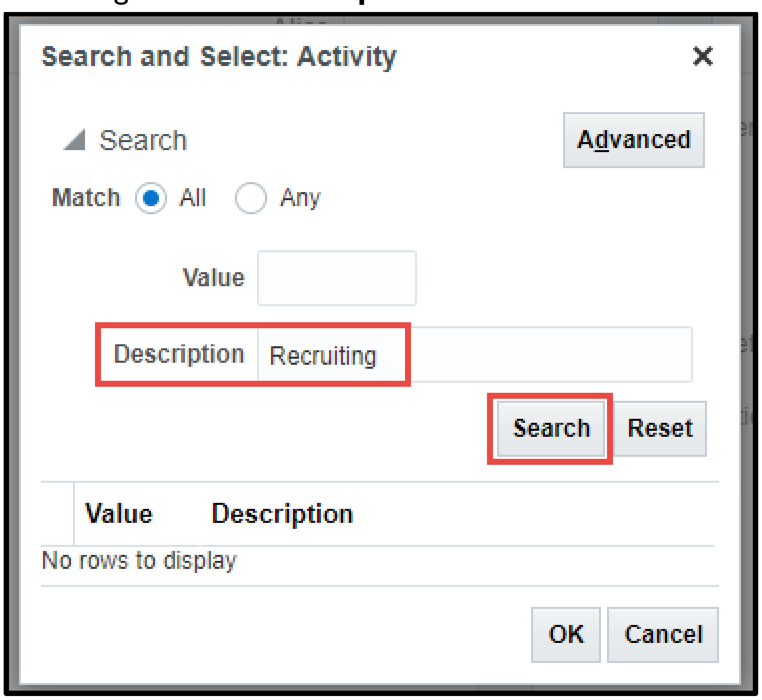
4. At the bottom of the list, click **Search.**



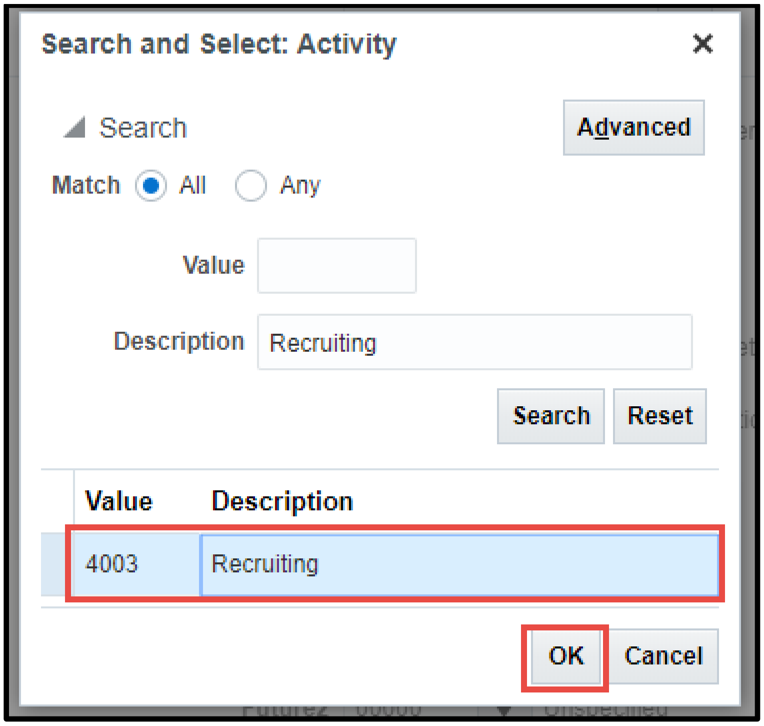
5. Click **Reset** to clear the default values.



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



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



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