

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.

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I. Airfare

Create Expense Item ?

Add to Report **Create Another** **Save and Close** **Cancel** **Done**

* Date: 08/21/2023

* Template: Travel

* Type: Airfare

* Expense Location: Waco, McLennan, TX, United

* Amount: USD 500.00

Description:

* Merchant Name: American Airlines

* Flight Class: Coach

* Departure City: Dallas, TX

* Arrival City: Orlando, FL

* Passenger Name: Bruiser Bear

Attachments: Drag files here or click to add attachment

Airfare receipt 8.21.23.pdf (34.38 KB)

Receipt missing

Authorization: None

Account: 110-10706-100-1000000-93840-701-01

Project Number:

Task Number:

Expenditure Type:

Expenditure Organization:

Contract Number:

Funding Source:

Airline Fee Type: Ticket

Passenger Affiliation: Employee

I. Required Fields:

- a. *Date: Date of transaction
- b. *Template: Account code is derived from template/type combination
- c. *Expense Location: Location of the airfare destination
- d. *Amount: Amount that will be reimbursed
- e. Description: Business purpose for the 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 the passenger on ticket
- k. Airline Fee Type: List if this is a ticket, change fee, class upgrade, early check-in, or seat upgrade/selection
- 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 required if over \$59

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2. Car Rental

The screenshot shows the 'Create Expense Item' form for a Car Rental expense. The form is titled 'Create Expense Item' and has a help icon. At the top right, there are buttons for 'Add to Report', 'Create Another', 'Save and Close', 'Cancel', and 'Done'. The form fields are as follows:

- * Date: 08/21/2023
- * Template: Travel
- * Type: Car Rental
- * Expense Location: Tacoma, Pierce, WA, United S
- * Amount: USD, 250.00
- Number of Days: 3
- Daily Amount: 83.33 USD
- Description: (empty)
- * Merchant Name: Enterprise
- Attachments: Car rental receipt 8.21.23.pdf (34.35 KB)
- Authorization: None
- Account: 110-10706-100-1000000-93840-701-01
- Project Number: (empty)
- Task Number: (empty)
- Expenditure Type: (empty)
- Expenditure Organization: (empty)
- Contract Number: (empty)
- Funding Source: (empty)

I. Required Fields:

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

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3. Business Meals

Create Expense Item ?

Add to Report **Create Another** **Save and Close** **Cancel** **Done**

* Date: 08/24/2023

* Template: Travel

* Type: Business Meals/Hospitality

* Expense Location: Waco, McLennan, TX, United

* Amount: USD 200.00

Description: Business Process & System Optimization staff luncheon.

* Merchant Name: McAllister's

Attachments: Drag files here or click to add attachment

Receipt missing

Authorization: None

Account: 110-10706-100-1000000-93330-701-01

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

* Description of Group: BPSO staff luncheon

* Number of Attendees: 15

I. Business Meals/Hospitality:

- a. *Date: Date of transaction
- b. *Template: Account code is derived from template/type combination
- c. *Type: Business Meals/Hospitality
- d. *Expense Location: Location where expense occurred
- e. *Amount: Amount to be reimbursed
- f. *Description: Business purpose for meal and what was discussed
- g. *Merchant Name: Name of supplier
- h. Attachments: Receipt required if over \$59
- i. *Description of Group: If reasonable, list attendees out. If a larger group, define the group.
- j. *Number of Attendees: Enter the number of people that attended

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4. Lodging

Create Expense Item ?

Add to Report Create Another Save and Close Cancel Done

* Date 08/21/2023

* Template Travel

* Type Lodging

* Expense Location Tacoma, Pierce, WA, United S

* Amount USD 250.00

Number of Days 2

Daily Amount 125.00 USD

Description

* Merchant Name Marriott Tacoma

* Checkout Date 08/23/2023

Attachments

Drag files here or click to add attachment

Hotel receipt 8.21.23.pdf (34.35 KB)

Receipt missing

Authorization None

Account 110-10706-100-1000000-93840-701-0

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

Itemization +

Remaining Balance 250.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
	mm/dd/yyyy			0.00+	<input type="checkbox"/>	X

1. Required Fields:

- *Date: Date of transaction
- *Template: Account code is derived from template/type combination
- *Type: Lodging
- *Expense Location: Location where expense occurred
- *Amount: Amount that will be reimbursed
- Number of Days: Enter the number of nights stayed
- Daily Amount: Will auto-calculate
- Description: Business purpose for stay
- *Merchant Name: Name of supplier
- *Checkout Date: Enter the date you left the merchant
- *Attachments: An Itemized Receipt is required

2. Itemization:

- If the 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.

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

The screenshot shows the 'Itemization' form with a table of expense entries. The table has columns for Type, Date, Daily Amount, Days, Amount (USD), Personal, and Remove. The first row is for 'Lodging - Itemizati' on 08/23/2023, with a daily amount of 117.50, 2 days, and a total amount of 235.00. The second row is for 'Parking - Itemizati' on 08/23/2023, with a daily amount of 15.00 and a total amount of 15.00. Below the table are various fields for authorization, account, project, task, and expenditure type.

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
Lodging - Itemizati	08/23/2023	117.50	2	235.00	<input type="checkbox"/>	×
Parking - Itemizati	08/23/2023	15.00		15.00	<input type="checkbox"/>	×

Note: Bundling various types is acceptable and encouraged when itemizing Lodging expenses.
Ex: 2 days lodging, 2 days parking, 2 days internet.

- c. Click the + icon to add additional lines.
- d. Select **Save and Close**.

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5. Split Funding

The screenshot shows the 'Create Expense Item' form with the following fields and values:

- Date: 08/21/2023
- Template: Non Travel Expenses
- Type: Split Funding
- Expense Location: Waco, McLennan, TX, United
- Amount: USD, 300.00
- Description: Split the cost between Financial Services and BPSO for ...
- Attachments: Drag files here or click to add attachment
- Receipt missing:
- Authorization: None

1. If funding needs to be split between multiple departments, **Create an Item** and select **Split Funding**:
 - a. *Date: Date of transaction
 - b. *Template: Account code is derived from template/type combination
 - c. *Type: Select Split Funding
 - d. *Expense Location: Location where expense occurred
 - e. *Amount: Amount that will be reimbursed
 - f. *Description: Reason for splitting expense between departments
 - g. *Attachments: Receipt required if over \$59
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.

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* Itemization + [Menu] Remaining Balance 0.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
Office Supplies	08/21/2023	50.00		50.00	<input type="checkbox"/>	X

* Merchant Name: Staples

* Description: Splitting the cost of Office Supplies for joint retreat with both departments.

Authorization: None + [i]

Account: 110-10730-100-1000000-93800-701-01 [i]

Project Number: [Search]

Task Number: [Search]

Expenditure Type: [Dropdown]

Expenditure Organization: [Dropdown]

Contract Number: [Text]

Funding Source: [Text]

* Merchant Name: Staples

* Description: Splitting the cost of Office Supplies for joint retreat with both departments.

Authorization: None + [i]

Account: 110-10706-100-1000000-93800-701-01 [i]

Project Number: [Search]

Task Number: [Search]

Expenditure Type: [Dropdown]

Expenditure Organization: [Dropdown]

Contract Number: [Text]

Funding Source: [Text]

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

Account [X]

Hide Segments

Alias: [Dropdown]

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

Future2: 00000 Unspecified

Search Reset | OK Cancel

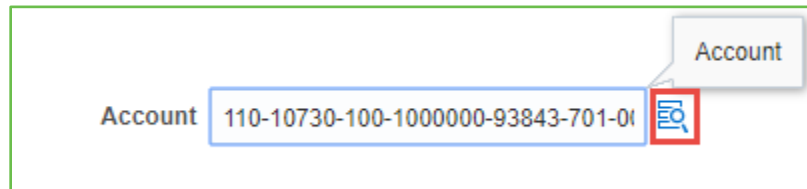
g. Select **Save and Close**.

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7. Recruiting Expenses

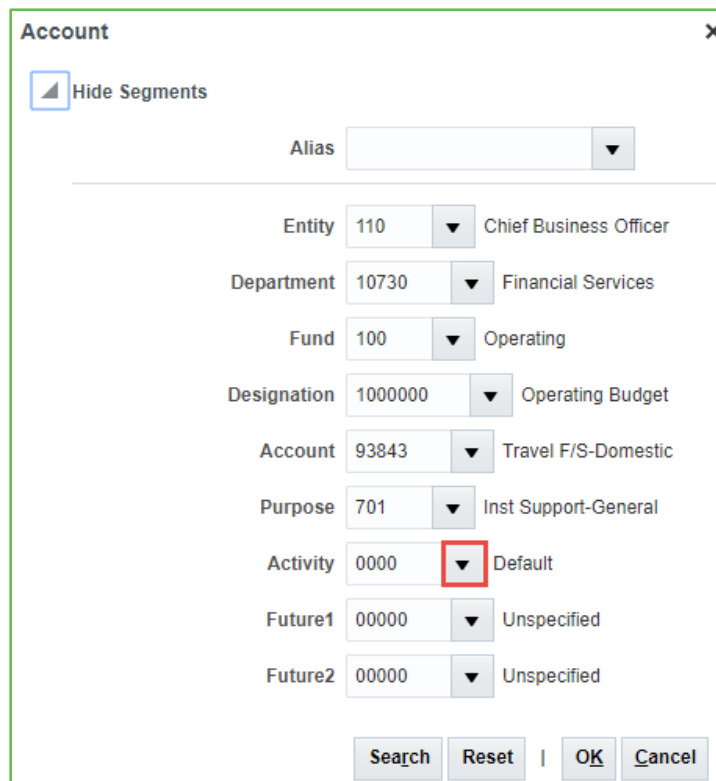
Note: There is not a specific expense type for Recruiting. The **Activity** account segment must be updated to Recruiting to designate the expense item as a Recruiting expense. The below example shows how to search for a segment value. If the value is known, it can be input directly.

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



A screenshot of a form field labeled "Account" containing the value "110-10730-100-1000000-93843-701-01". A magnifying glass icon is positioned to the right of the text input, and a callout bubble labeled "Account" points to the field.

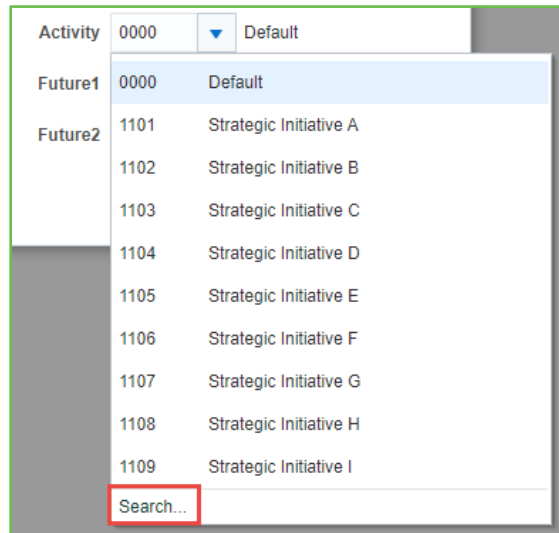
3. Click on the activity **drop down arrow**.



A screenshot of a dialog box titled "Account" with a close button (X) in the top right corner. It features a "Hide Segments" checkbox. Below this are several dropdown menus for account segments: Alias, 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), Future1 (00000 - Unspecified), and Future2 (00000 - Unspecified). The "Activity" dropdown menu is highlighted with a red box. At the bottom, there are buttons for "Search", "Reset", "OK", and "Cancel".

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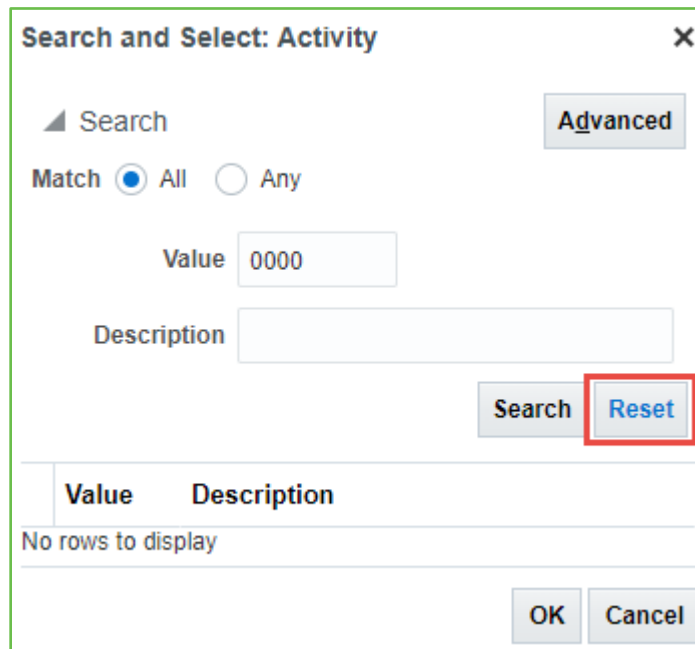
4. At the bottom of the list, click **Search**.



A screenshot of a dropdown menu for activity selection. The menu is open, showing a list of activities. The first item is '0000 Default', which is highlighted. Below it are items '1101 Strategic Initiative A' through '1109 Strategic Initiative I'. At the bottom of the dropdown, there is a 'Search...' button, which is highlighted with a red box.

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

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



A screenshot of the 'Search and Select: Activity' dialog box. The dialog has a title bar with a close button (X). Below the title bar, there is a 'Search' button and an 'Advanced' button. Underneath, there are radio buttons for 'Match' with 'All' selected and 'Any' unselected. There are input fields for 'Value' (containing '0000') and 'Description'. At the bottom right, there are 'Search' and 'Reset' buttons, with the 'Reset' button highlighted by a red box. At the very bottom, there are 'OK' and 'Cancel' buttons.

Search and Select: Activity

Search Advanced

Match All Any

Value 0000

Description

Search Reset

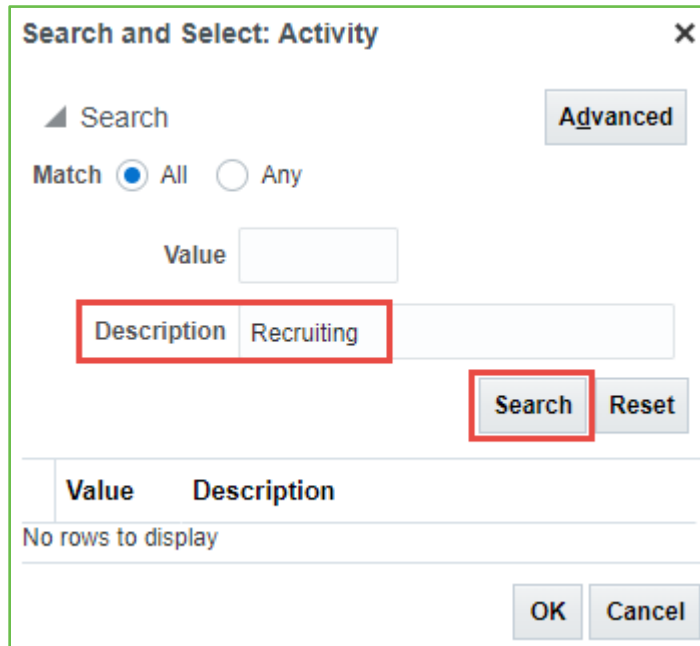
Value Description

No rows to display

OK Cancel

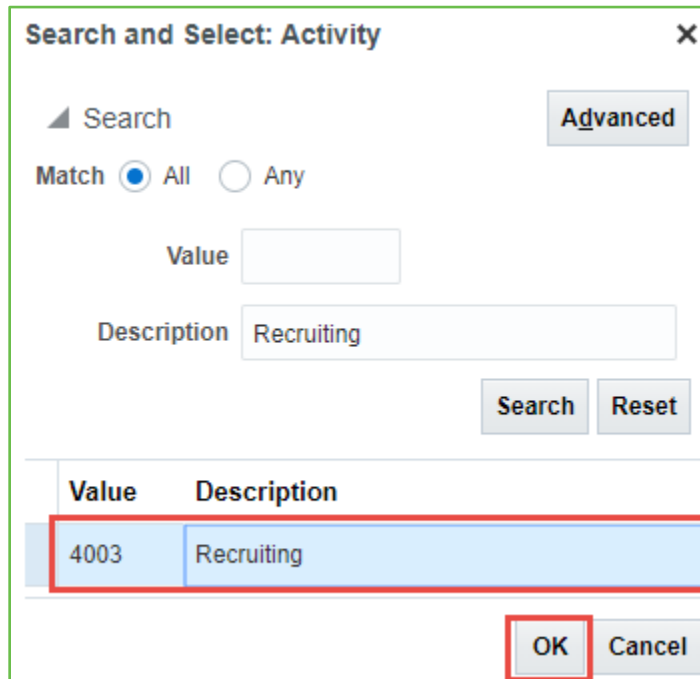
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6. Type “Recruiting” into the **Description** field then click **Search**.



The screenshot shows a dialog box titled "Search and Select: Activity". It has a search bar with a dropdown arrow and an "Advanced" button. Below the search bar, there are radio buttons for "Match" with "All" selected and "Any" unselected. There is a "Value" input field and a "Description" input field containing the text "Recruiting". A "Search" button and a "Reset" button are located below the input fields. At the bottom of the dialog, there is a table with two columns: "Value" and "Description". The table currently shows "No rows to display". At the very bottom, there are "OK" and "Cancel" buttons. Red boxes highlight the "Description" field and the "Search" button.

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



The screenshot shows the same dialog box as above, but now the table has one row. The row with "4003" in the "Value" column and "Recruiting" in the "Description" column is highlighted in light blue. The "Search" and "Reset" buttons are now visible above the table. The "OK" button at the bottom is highlighted with a red box.

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

The screenshot shows a dialog box titled "Account" with a close button (X) in the top right corner. Below the title is a "Hide Segments" toggle. The main area contains several dropdown menus for selecting expense 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: 4003 (Recruiting)** - This row is highlighted with a red border.
- Future1: 00000 (Unspecified)
- Future2: 00000 (Unspecified)

At the bottom of the dialog are four buttons: "Search", "Reset", "OK", and "Cancel". The "OK" button is highlighted with a red border.