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 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

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 the rental expense occurred
    d. *Amount: Amount that will be reimbursed
    e. Number of Days: Total days rented
    f. Daily Amount: This amount will auto-calculate
    g. Description: Business purpose
    h. *Merchant Name: Name of supplier
    i. *Attachments: Receipt required if over $59

3. Business Meals

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

4. Lodging

1. Required Fields:
    a. *Date: Date of transaction
    b. *Template: Account code is derived from template/type combination
    c. *Type: Lodging
    d. *Expense Location: Location where expense occurred
    e. *Amount: Amount that will be reimbursed
    f. Number of Days: Enter the number of nights stayed
    g. Daily Amount: Will auto-calculate
    h. Description: Business purpose for stay
    i. *Merchant Name: Name of supplier
    j. *Checkout Date: Enter the date you left the merchant
    k. *Attachments: An Itemized Receipt is required
2. Itemization:
    a. 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.

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

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**.

5. Split Funding

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.

f. Account: Update the CoA segments to the correct combination
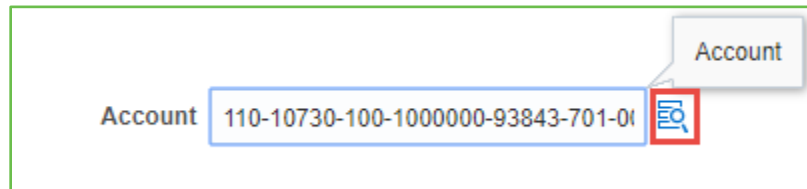
g. Select **Save and Close**.

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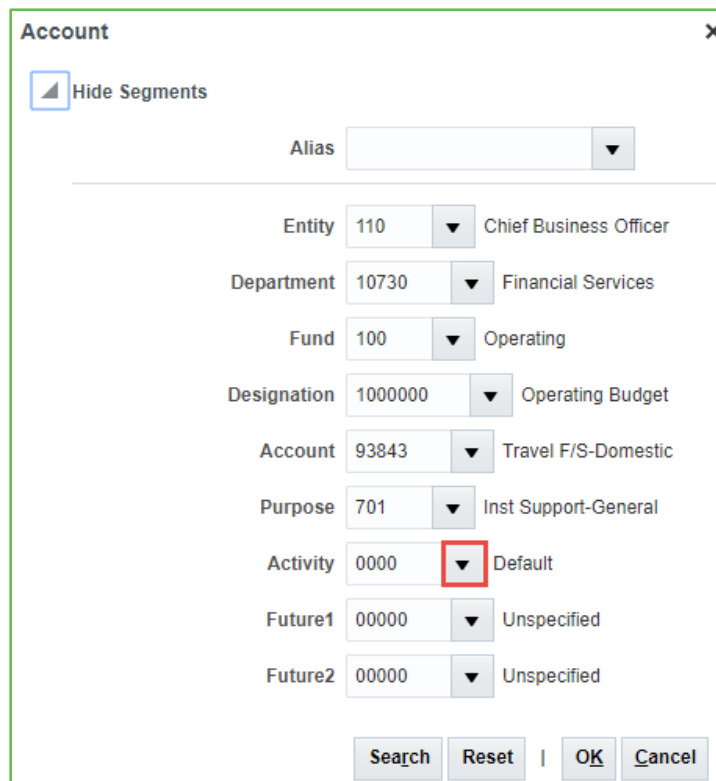
> ***Note:*** *There is not a specific expense type for Recruiting. The **Activity** account segment must be updated to Recruiting to designate the expense item as a Recruiting expense. The below example shows how to search for a segment value. If the value is known, it can be input directly.*

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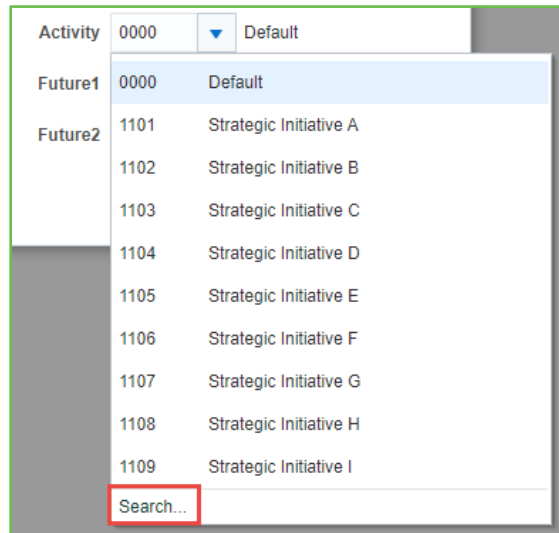
3. Click on the activity **drop down arrow.**

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.