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

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
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

<table>
<thead>
<tr>
<th>Create Expense Item</th>
<th>Add to Report</th>
<th>Create Another</th>
<th>Save and Close</th>
<th>Cancel</th>
<th>Dyna</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Date</td>
<td>06/24/2023</td>
<td>* Template</td>
<td>Travel</td>
<td>* Type</td>
<td>Business Meals/Hospitality</td>
</tr>
<tr>
<td>* Expense Location</td>
<td>Waco, McLennan, TX, United</td>
<td>* Amount</td>
<td>USD</td>
<td>200.00</td>
<td></td>
</tr>
</tbody>
</table>

**Description:**
Business Process & System Optimization staff lunch.

- **Merchant Name:** McAlister's

#### 1. 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.

![Expense types dropdown](image)

**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

![Account Image]

- Select **Save and Close**.

![Save and Close Image]
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**.

![Account Drop Down Arrow](image-url)
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.