Travel Card Reconciliation and Expense Report Creation & Submission

Overview

- This job aid is intended to provide step-by-step instructions for Travel card holders to reconcile their expenses and create & submit an expense report for their Travel card expenses.
- Transactions on a Baylor Travel Card are automatically uploaded into the Expense module of Ignite within 48 hours of purchase.
    - **DO NOT Manually enter expenses for your Travel card**.
    - Transactions will appear at the top of the Expense module screen. Expense reports can be processed at any time after the transactions appear and have been reconciled.
    - We recommend reconciling your travel charges as soon as possible to ensure the timely recording of expenses to the General Ledger. Expenses may be considered taxable income if not accounted for within 60 days of the purchase.
- All required fields must be populated and supporting documentation must be attached as required by policy. **Examples of Complete documentation are below**:
    - A valid Itemized Invoice or Receipt contains:
        - Supplier name, date, description of goods/services purchased, unit cost, and total cost
    - Proof of Payment may be in the form of:
        - Payment receipt, redacted bank statement, redacted credit card statement, etc.
    - Airfare documentation should contain:
        - Itinerary showing the class of ticket purchased, as the University does not allow for First Class tickets.
        - Proof of Payment must include a receipt showing the method of purchase to ensure we are not reimbursing for Airline Miles.
    - If you are **missing a receipt**, please visit the **Procurement website** – **Resources** tab – **Forms** page - scroll down to the **Card Forms** section for a link to the **Lost or Destroyed Original Receipt Statement** and follow instructions to process. (*https://procurement.web.baylor.edu/resources/forms)*
- Expense reports can be saved before submitting, and managed or withdrawn after submitting.
- All expense reports are routed for approval within your department and audited by the expense auditor before reimbursement is processed.
- **Baylor Travel Cards charges are paid by the cardholder**. The employee pays the balance due to the card issuer and requests reimbursement from Baylor by reconciling their charges and adding them to an Expense Report.
- **Baylor Travel Cards must not be used for personal expenses.**

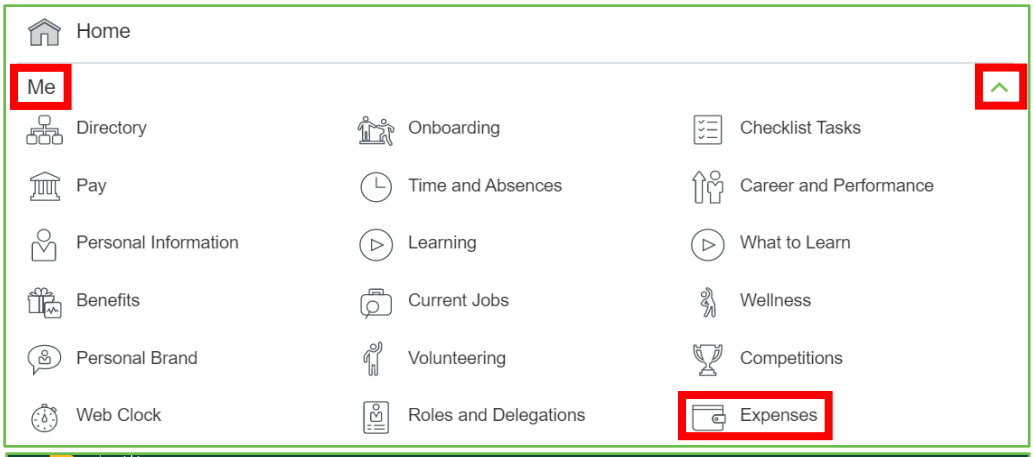
Travel Card Reconciliation and Expense Report Creation & Submission

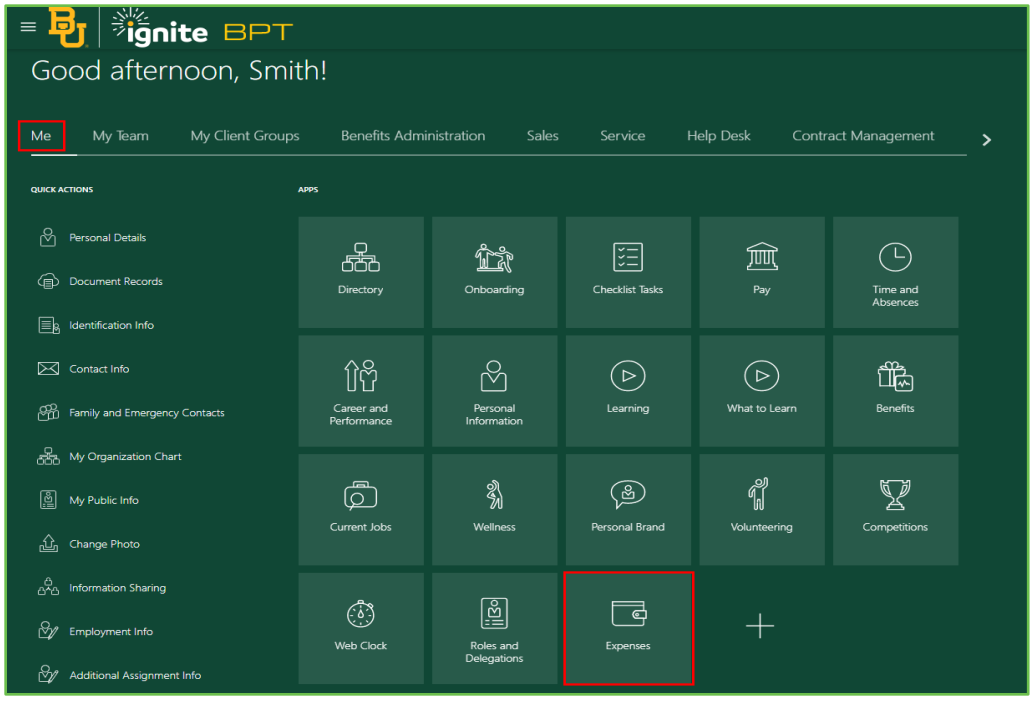
1. Navigating to the Self-Service Module

1. You can access the **Expenses** section in two ways:
    a. Click the **Navigator** icon in the upper left-hand corner of the Ignite landing

page.

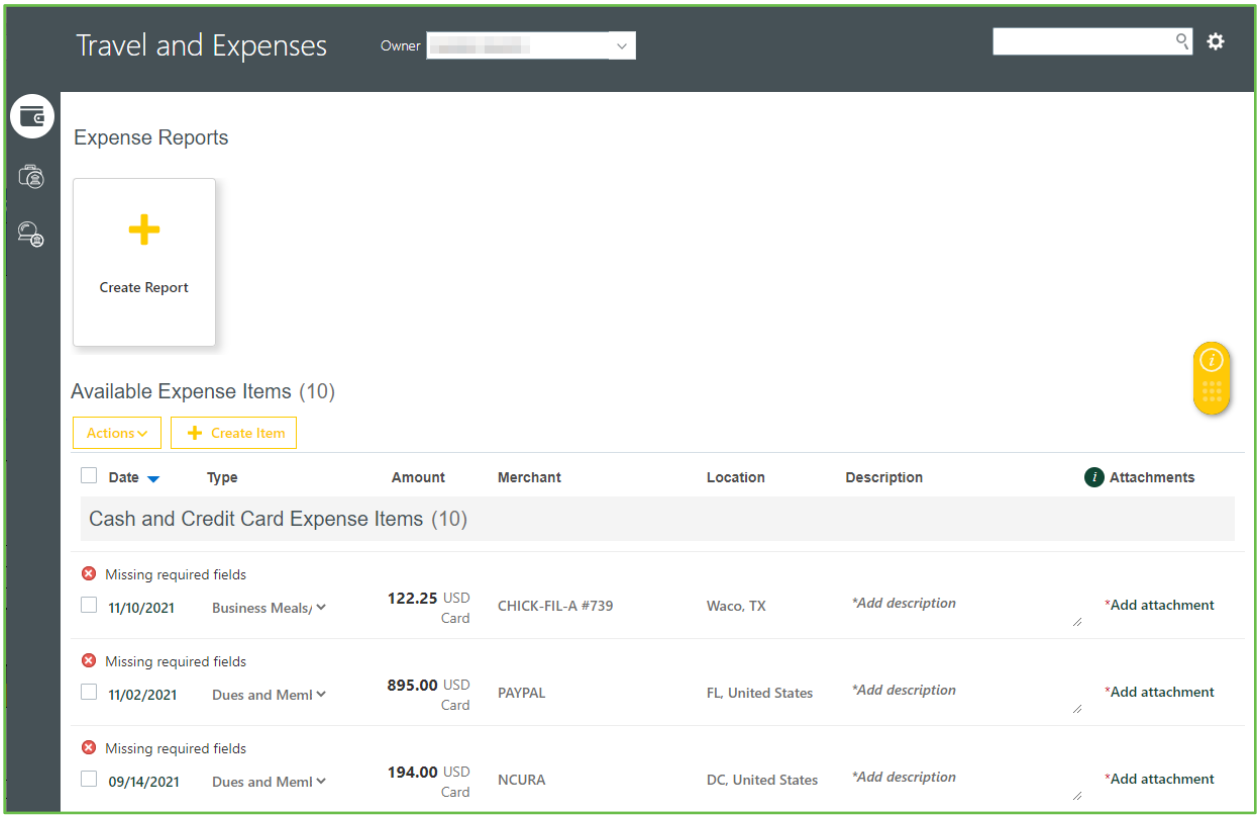
    b. (Option 1) Under the **Me** section, click the drop-down arrow, and select **Expenses** from the drop-down list.
    c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.





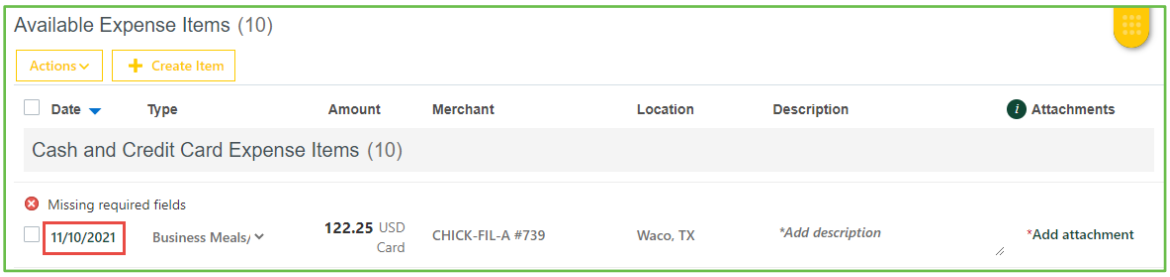
2. Travel Card Reconciliation

1. Upon entering the **Expenses** tile you will be on the Travel & Expenses Screen. Any purchase you have made using your Travel card will show up under the Available Expense Items section until it has been reconciled and added to an expense report.

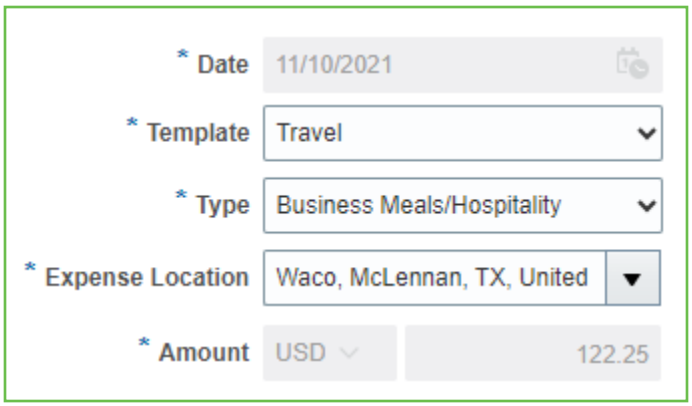


***Note**: Travel card charges are loaded automatically into Ignite approximately 48 hours after the transaction has been posted. If you do not see an expected charge, **do not create a manual expense item for it.** If the charge does not appear you may need to check the credit card statement to verify it has been posted. If the charge appears on your statement, but not in Ignite, contact the Card Administrator to troubleshoot.*

2. To reconcile an item, **click on the date.**



3. Enter the following (* = required field)



a. **Date & Amount** fields auto-populate and will appear greyed out.

b. ***Template:** Select the template. Each template contains different expense types. It is important to select the correct template and type, as the selection will populate the charge account. The system will default a template based on the merchant; however, the default value may not always be correct, so it is important to verify.

c. ***Type:** Select the type of incurred expense from the dropdown menu. Additional fields may be required based on the expense type selected.

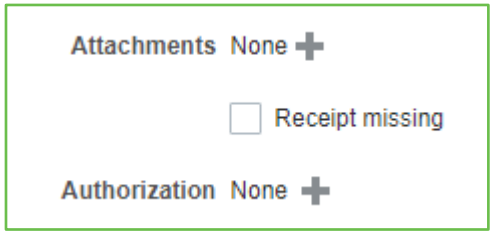
d. ***Expense Location:** This will default based on the credit card charge location.

e. ***Description:** Enter the business purpose of the expense in the text box. Be as specific as possible.

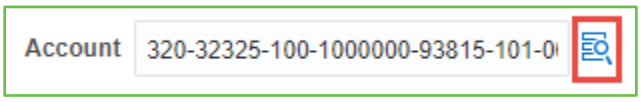
f. **Attachments:** A receipt may be required per Baylor policy. To attach a receipt, click the "**+**" icon next to Attachments.

   i. If the receipt is not available, and required per policy, complete and attach the Lost or Destroyed Original Receipt Statement *(https://procurement.web.baylor.edu/resources/forms)*. You must also attach a copy of the form of payment and select the Receipt Missing check box to acknowledge the original receipt is missing and substitute information has been submitted.

g. **Authorization:** If an authorization request has been approved for the travel expenses, it may be attached by selecting the "**+**" icon next to Authorization.



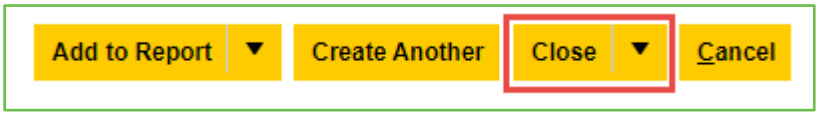
h. **Account:** Account information is prepopulated based on the employee's default expense department, template, and expense type. If the COA values need to be updated, click the COA icon to update the segments.



> ***Note**: Employees should **not** edit the Account segment, as this value is updated based on the expense template and type. If the natural account needs to be updated, select the correct template and type.*

i. **Project Number:** If the expense needs to be charged to a project (i.e. Sponsored Program, Faculty Fund, or Capital Projects), a Project Number can be entered.

j. To save and close your expense item, click the **Close** button in the top right corner. Closing will save and close the expense item and return you to the expense items tile.

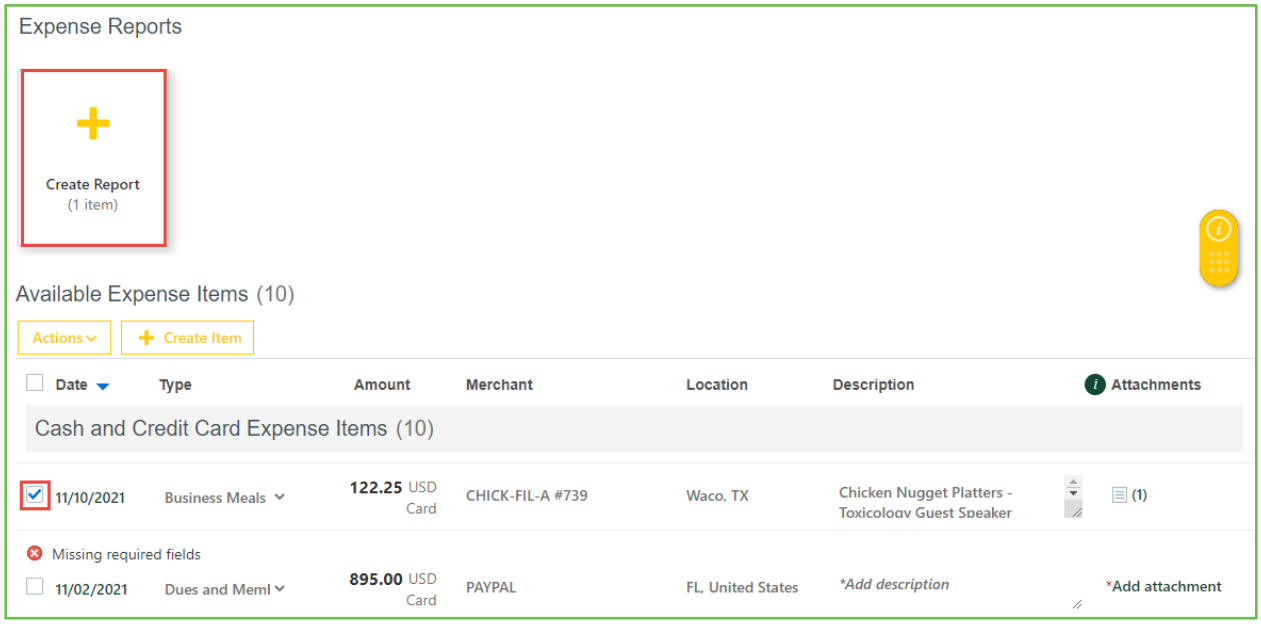


k. Additional items can be selected and reconciled by repeating the above steps.

3. Create an Expense Report

1. To add multiple expense items to a new report, navigate to the Available Expense Items and select each expense item you wish to add by checking the box next to the actual date of the expense. If you want to select all available items, check the box next to the word Date in the column header, then click **Create Report**.

> ***Note***: *To avoid submitting more than one expense report on a given date, adding multiple expense items to a report is strongly encouraged.*



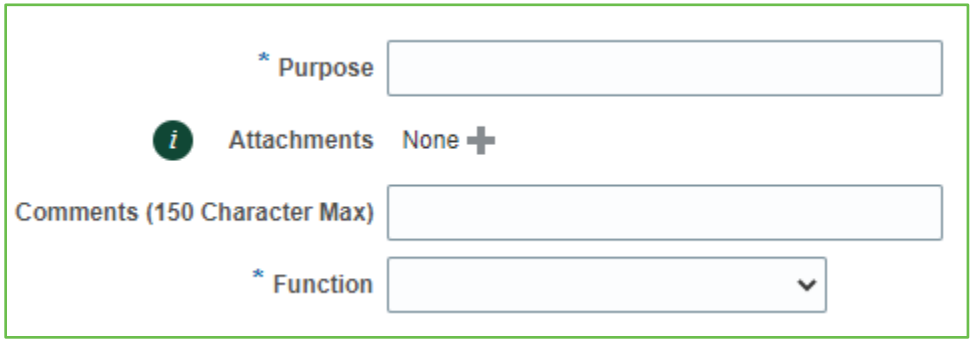
2. Complete the field listed below. (* = required field)
   a. ***Purpose:** Enter the business purpose (description) of the expense report.

> ***Note**: Beginning the purpose with the phrase "Travel Card" is strongly recommended.*

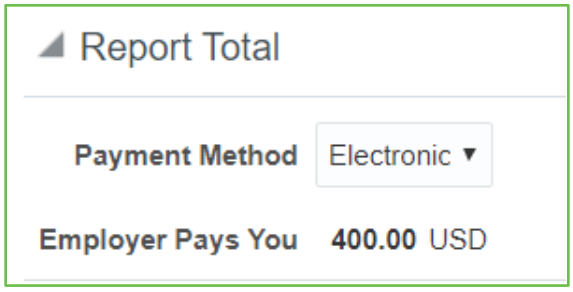
   b. **Attachments:** This attachment button is for the expense report as a whole, individual expense items should already have their required attachments.

   c. **Comments:** 150-character text box available to add any optional comments

   d. ***Function:** Select the related function from a dropdown menu of choices.



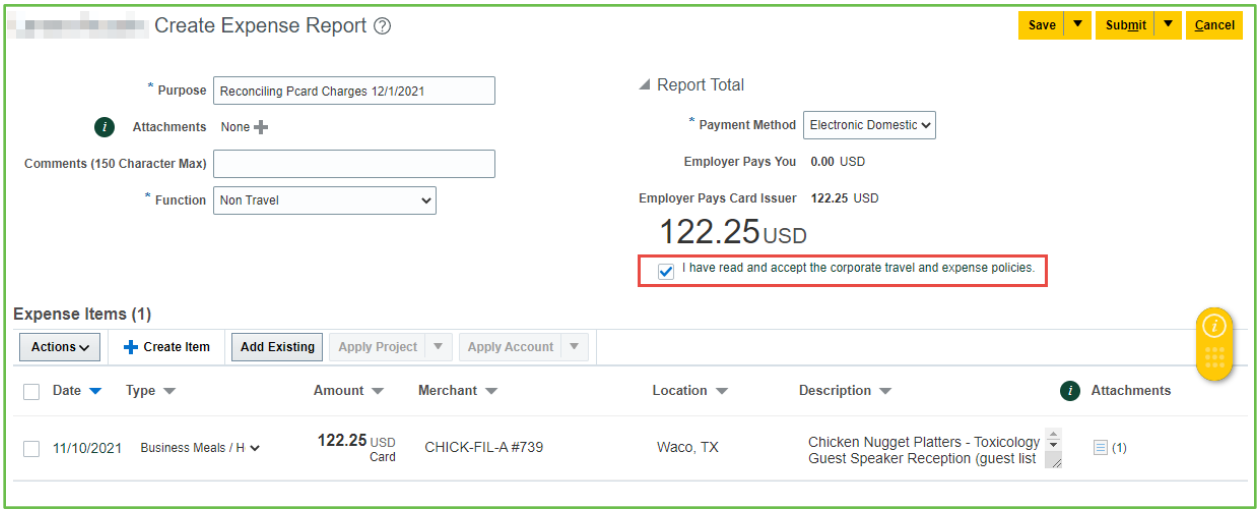
> ***Note**: The travel card is individual pay. If you are submitting a report for only travel card items, you will notice the Report Total shows the reimbursement will be paid to you.*



> ***Note**: It is the employee's responsibility to pay the travel card expenses directly to the card issuer and then seek reimbursement from Baylor.*

3. Confirm that you have no missing required fields in your expense report. If you do, it will be noted in red next to the respective expense under the Expense Items.
    a. If you are missing required fields, click on the **Expense** item, then click the **Actions** and select **Edit** to go back and enter the missing information.

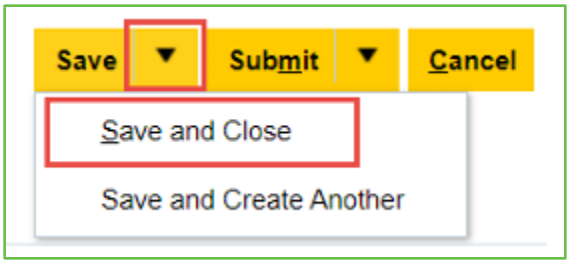
4. On each expense report you must certify that all expenses are submitted in accordance with Baylor's policies. Do so by clicking the checkbox before the statement. You now have the option to either **Submit** your Expense Report or **Save and Submit** it later.



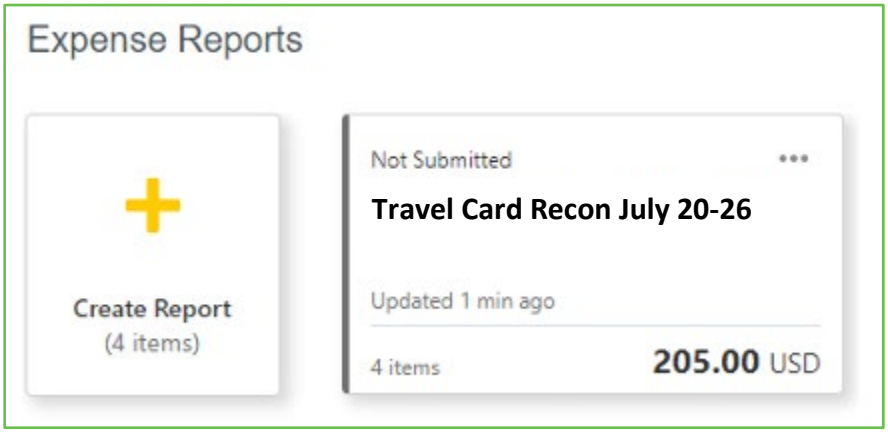
    a. The **Submit** button will not be active until the box is checked.

5. Click the **Submit** button to submit the expense report.

6. If you are **not** ready to submit the expense report, you can use the **Save menu** to select **Save and Close**.



7. To submit a previously saved report, navigate to the **Expense** tile and click on **Not Submitted** reports.



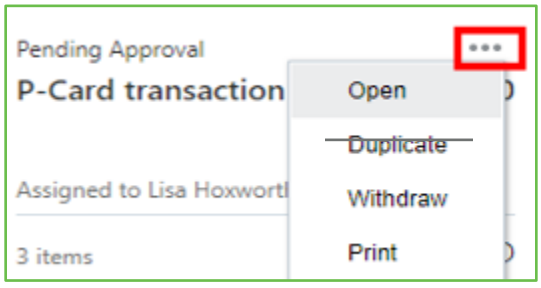
   a. Any saved Expense Reports will be listed here. You can open the expense report by clicking the expense report number to edit or submit.
   b. The expense report can be submitted by following the above-defined steps.

4. Open, Withdraw, or Print an Expense Report

1. To Open, Withdraw, or Print an Expense Report that has already been **submitted**, **but NOT APPROVED**, click the 3 dots (…) on the top right of the expense report screen.

2. A dropdown menu appears, and you can choose the option you would like to process.

3. Once an expense report has been **Paid** the only options are: Open or Print.



There should not be a reason to Duplicate a Travel Card expense report.