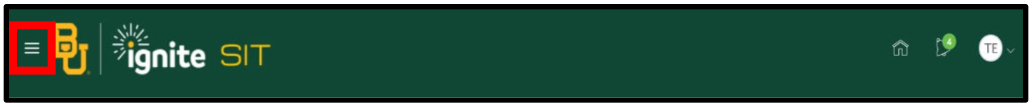
Travel Card Reconciliation and Expense Report Creation & Submission

Overview

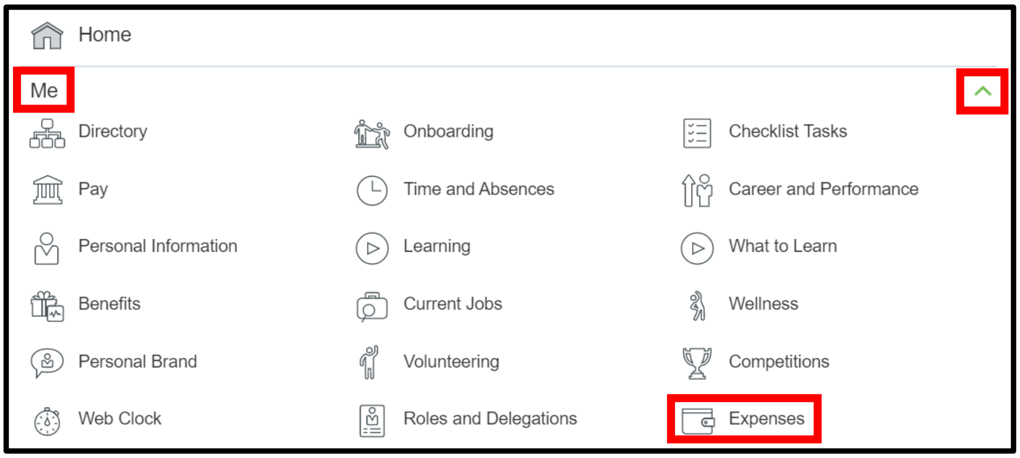
- This job aid is intended to provide step-by-step instructions for Travel cardholders to reconcile their expenses and create & submit an expense report for their Travel card expenses.
- Transactions on a Baylor Travel Card are automatically uploaded into the Expense module of Ignite within 48 hours 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.
  - Cardholders will receive a notification when expenses are loaded into Ignite.
  - We recommend reconciling your travel charges as soon as possible to ensure 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
  - Airfare documentation should contain:
    - Itinerary showing class of ticket purchased, as the University does not allow for First Class tickets.
    - Proof of Payment must include a receipt showing method of purchase to ensure we are not reimbursing for Airline Miles.
  - If you are missing a receipt, please visit the Procurement website – Travel & Expenses tab – scroll down to the Missing Receipt Policy section for a link to the Lost or Destroyed Original Receipt Statement and follow instructions to process. *(https://www.baylor.edu/procurement/index.php?id=972409)*
- Expense reports can be saved before submitting, and managed or withdrawn after submitting.
- All expense reports will be reviewed at the department level before being audited by and processed by Payment Services.
- **Baylor Travel Card charges are paid by the cardholder.** The employee will receive reimbursement from Baylor by reconciling their charges and adding them to an Expense Report.
- **Baylor Travel Cards must not be used for personal expenses.**

1. Navigating to the Self-Service Module

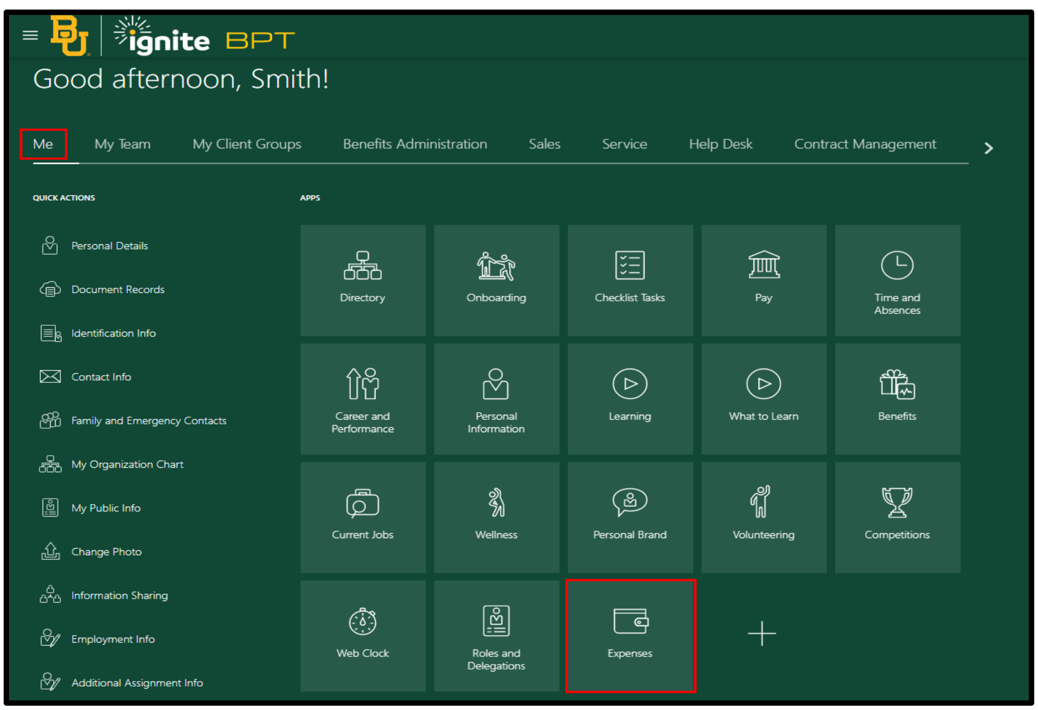
1. You can access the **Expenses** section in two ways:
    a. Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



    b. (Option 1) Under the **Me** section, click the dropdown arrow, and select **Expenses** from the drop down list.

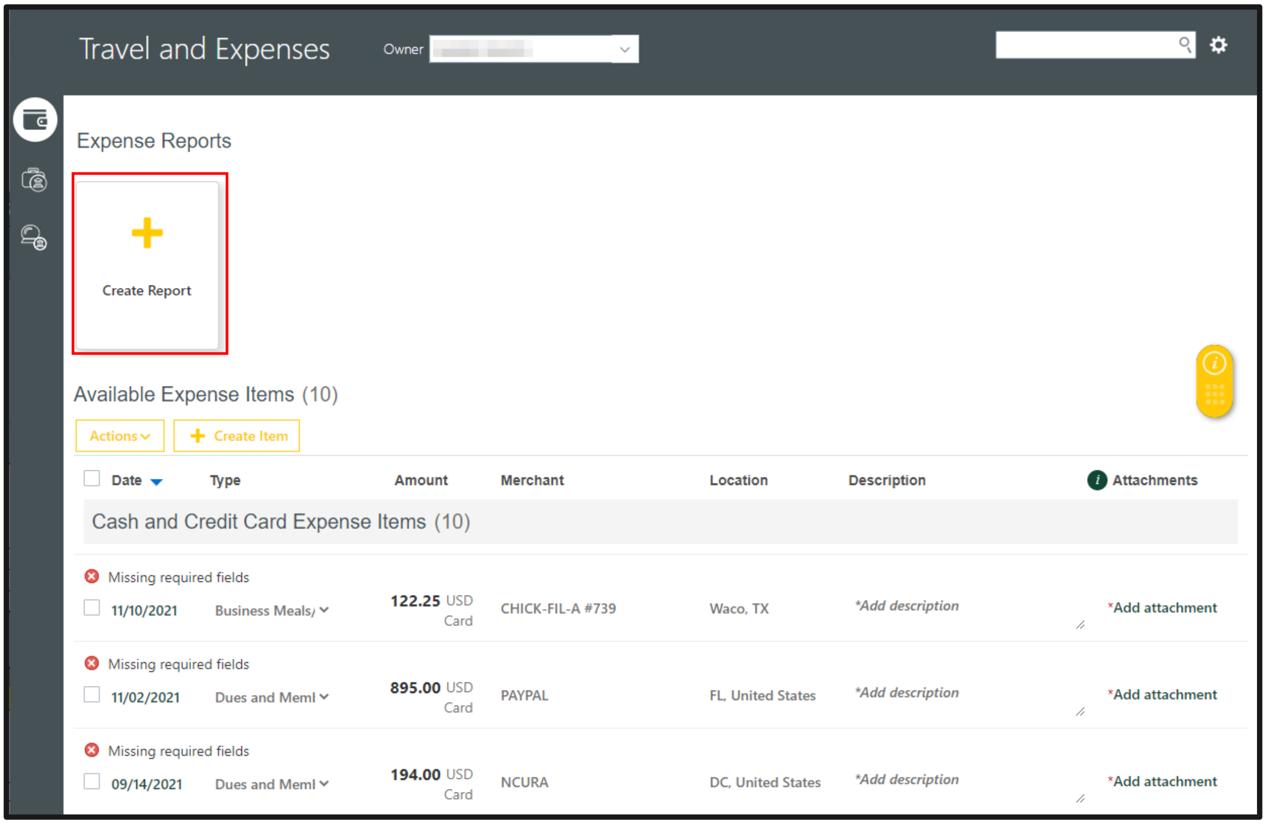


    c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.



2. Expense Report Creation

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
2. Click **Create Report**.



Note: Travel card charges are loaded automatically into Ignite approximately 48 hours after the transaction has posted. If you do not see an expected charge, do not create a manual expense item for it.

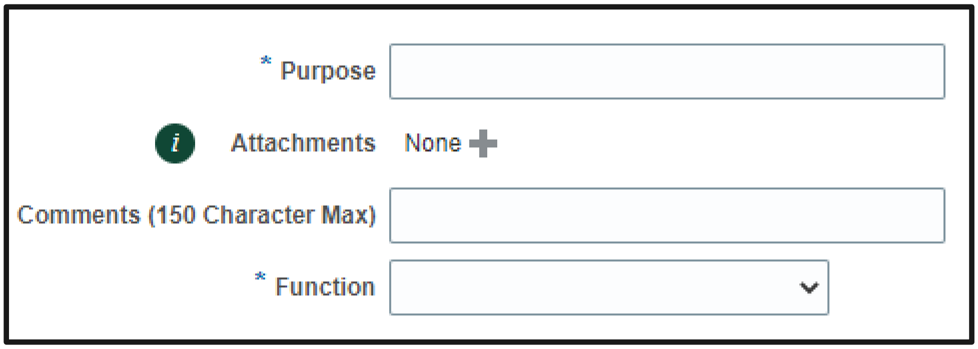
If the charge does not appear you check the credit card statement to verify it has posted. If the charge appears on your statement, but not in Ignite, contact the Card Administrator to troubleshoot.

3. Complete the fields below.
   a. **Purpose:** Enter the business purpose (description) of the expense report.
   Note: Include conference name, destination, and dates, as applicable.

   b. **Attachments:** This attachment button is for the expense report as a whole, such as a conference agenda. Individual expense items may require specific attachments.

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

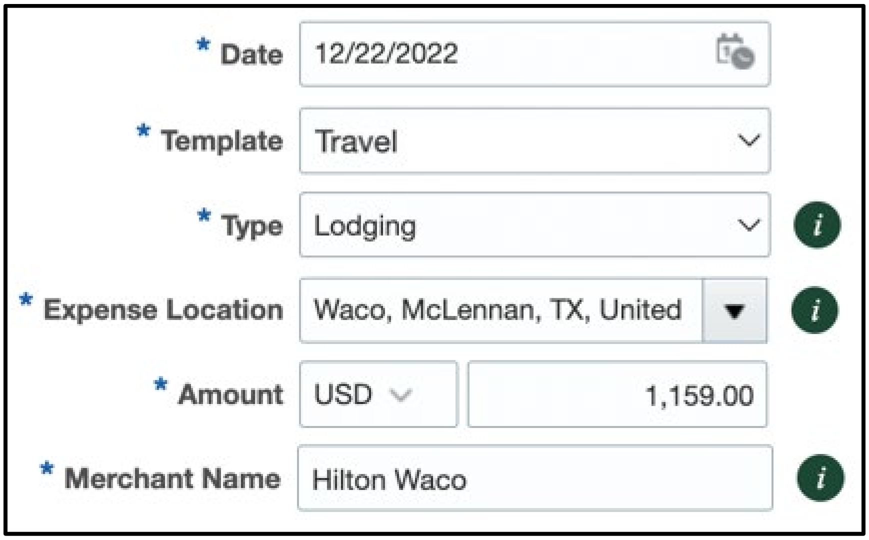
   d. **Function:** Select the related function from the dropdown menu.



4. Next, load all available expense items by clicking on the **Add Existing** button.

5. A Pop-up window will appear showing all available items. Click on the first item, then hold down the Ctrl key on your keyboard and click on the remaining items. This selects each item and highlights the line. When all are selected, click **OK**.

6. Next, reconcile each expense. Click the **date** to open the item.



   a. **Date, Expense Location, Amount and Merchant Name** fields auto-populate – do not change this information.

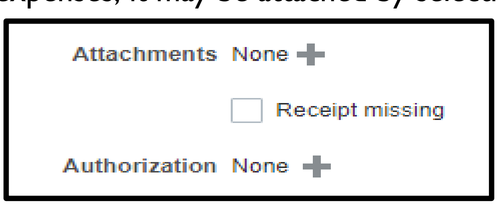
   b. **Template:** Select either Travel or Non-Travel.

   c. **Type:** Select the appropriate expense type from the dropdown menu.
      Note: Depending on the Expense Type chosen, additional fields may be required.

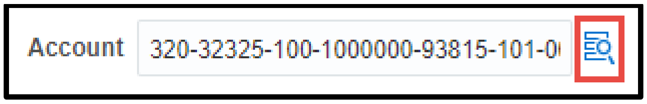
   d. **Description:** Enter the business purpose of the expense when a description is required. Ex: Travel-Other, Business Meals/Entertainment, or Split Funding.

   e. **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://www.baylor.edu/procurement/doc.php/363632.pdf) 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.

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

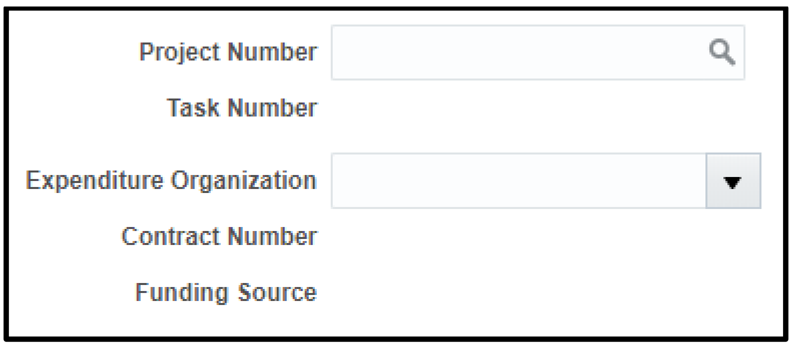


g. **Account:** Account information is populated based on the employee's default expense department, template, and expense type. If the COA values need to be updated, click the COA icon to update the segments.

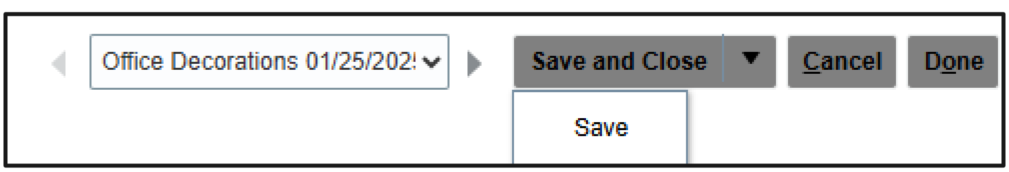


Note: Employees should not edit the Account segment, as this value is updated based on the expense type. If the account needs to be updated, select the correct template and type.

h. **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, along with the remaining POET/POETAF segments.

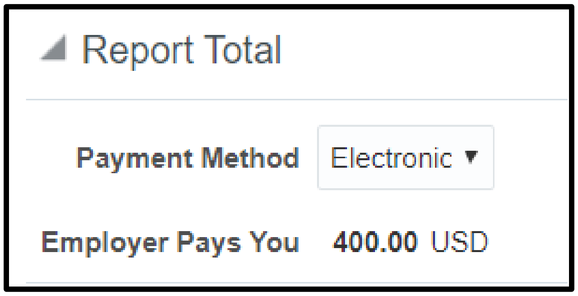


i. To save the edits made, click **Save** from the Save and Close menu, or use the dropdown menu or right arrow to the left of the Save and Close button to advance to the next expense item. When all items have been reconciled, click **Save and Close.**



The header of the expense report will calculate based on the items added and reconciled to the report.

Note: ***If you are submitting a report for only travel card and personally paid items, the Report Total will reflect the total amount next to Employer Pay You. It is the employee's responsibility to pay the travel card expenses directly to the card issuer.***



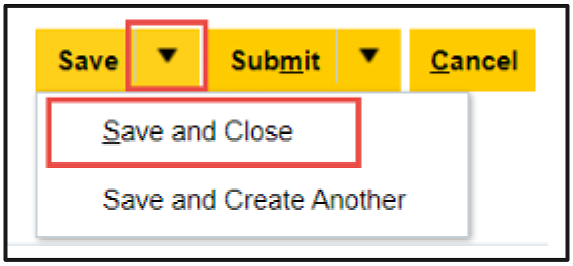
7. Confirm you have no missing required fields in your expense report. If you do, it will be noted in red next to the respective expense under the Expense Items.
    a. If you are missing required fields, click on the **Expense** item, then click the **Actions** and select **Edit** to go back and enter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

8. 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.

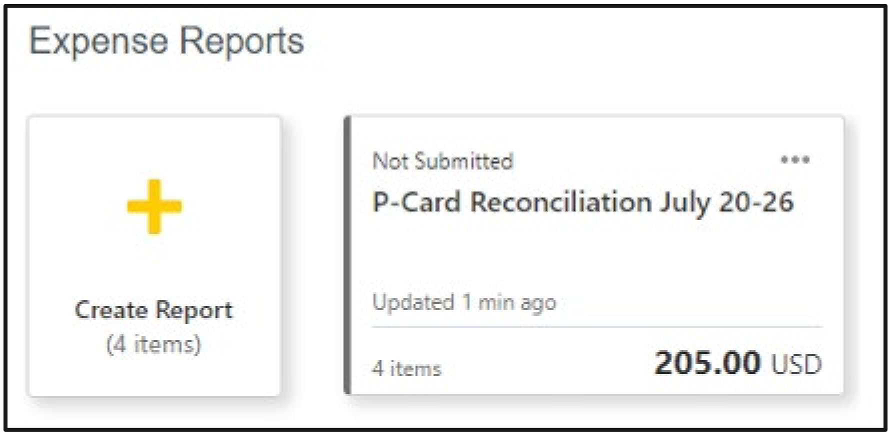
    b. The **Submit** button will not be active until the box is checked.

9. You now have the option to either **Submit** your Expense Report or **Save and Submit** later. Click the **Submit** button to submit the expense report.

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



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



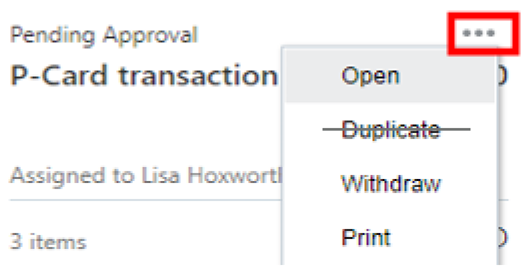
   c. Any saved Expense Reports will be listed here. You can open the expense report by clicking the expense report number to edit or submit.
   d. The expense report can be submitted by following the above-defined steps.

3. Open, Withdraw or Print an Expense Report

1. To Open, Withdraw or Print and 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.