

# 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.

# Expenses: Using Expense Types

## 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:

- \*Date: Date of transaction
- \*Template: Account code is derived from template/type combination
- \*Expense Location: Location of the airfare destination
- \*Amount: Amount that will be reimbursed
- Description: Business purpose for the trip
- \*Merchant Name: Name of airline
- \*Flight Class: Ticket class
- \*Departure City: Origin of trip
- \*Arrival City: Destination of trip
- \*Passenger Name: Name of the passenger on ticket
- Airline Fee Type: List if this is a ticket, change fee, class upgrade, early check-in, or seat upgrade/selection
- Passenger Affiliation: If the ticket is for an employee, or if it was purchased on behalf of someone else, such as a guest
- Attachments: Receipt required if over \$68

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## 2. Car Rental

Create Expense Item ?

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

\* 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:

\* Merchant Name: Enterprise

Attachments:

Drag files here or click to add attachment

Car rental receipt 8.21.23.pdf (34.35 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:

### 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 \$68

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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:

- \*Date: Date of transaction
- \*Template: Account code is derived from template/type combination
- \*Type: Business Meals/Hospitality
- \*Expense Location: Location where expense occurred
- \*Amount: Amount to be reimbursed
- \*Description: Business purpose for meal and what was discussed
- \*Merchant Name: Name of supplier
- Attachments: Receipt required if over \$68
- \*Description of Group: If reasonable, list attendees out. If a larger group, define the group.
- \*Number of Attendees: Enter the number of people that attended

# Expenses: Using Expense Types

## 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 110-10706-100-1000000-93840-701-01

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+		

### 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 expenses. The first entry is 'Lodging - Itemization' for 08/23/2023, with a daily amount of 117.50, 2 days, and a total amount of 235.00. The second entry is 'Parking - Itemization' for 08/23/2023, with a daily amount of 15.00 and a total amount of 15.00. The form also includes fields for Authorization, Expenditure Organization, Contract Number, Funding Source, Account, Project Number, Task Number, and Expenditure Type. The remaining balance is 0.00.

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

Create Expense Item ?

**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 +

Buttons: Add to Report, Create Another, Save and Close, Cancel, Done

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 \$68
2. Under **Itemization**:
  - a. Select the type that best represents the expense purchased.
  - b. Amount: Enter how much will be charged to a 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 + ▾

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"/>	×

\* Merchant Name Staples

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

Authorization None + ⓘ

Account 110-10730-100-1000000-93800-701-01 ⓘ

Project Number 🔍

Task Number

Expenditure Type ▾

Expenditure Organization ▾

Contract Number

Funding Source

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\* Merchant Name Staples

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

Authorization None + ⓘ

Account 110-10706-100-1000000-93800-701-01 ⓘ

Project Number 🔍

Task Number

Expenditure Type ▾

Expenditure Organization ▾

Contract Number

Funding Source

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

Account

Hide Segments

Alias ▾

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**.

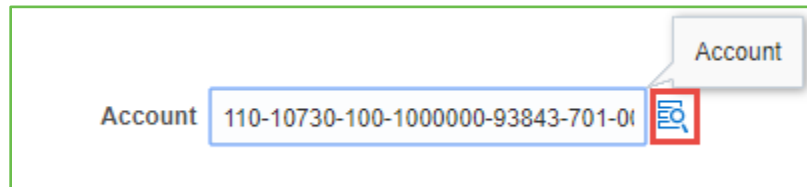


# Expenses: Using Expense Types

## 7. Recruiting Expenses

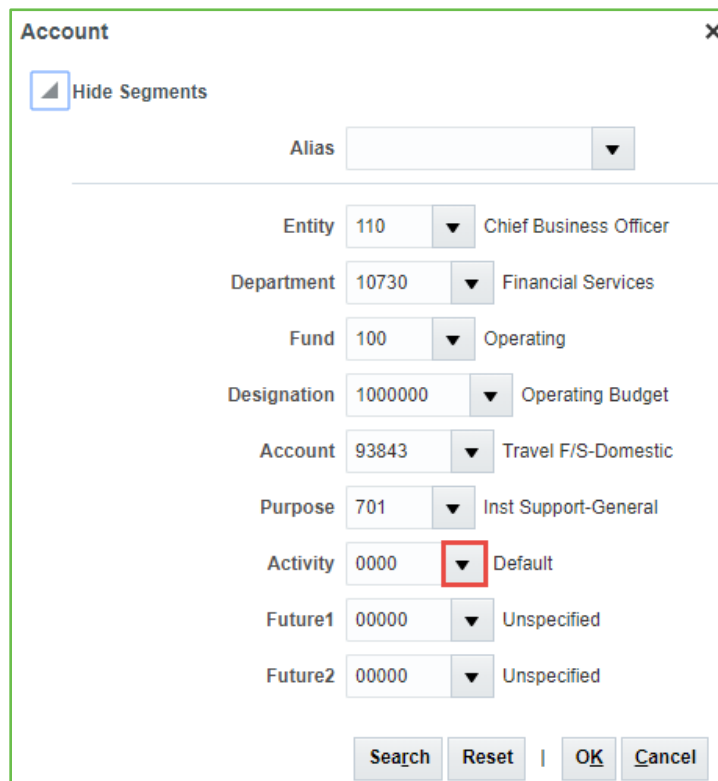
**Note:** There is not a specific expense type for Recruiting. The **Activity** account segment must be updated to Recruiting to designate the expense item as a Recruiting expense. The below example shows how to search for a segment value. If the value is known, it can be input directly.

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". To the right of the text input is a magnifying glass icon inside a red square. A callout bubble labeled "Account" points to the input field.

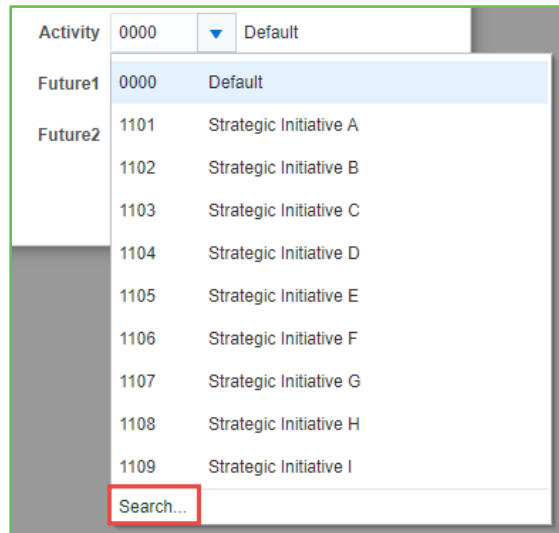
3. Click on the activity **drop down arrow**.



A screenshot of a dialog box titled "Account" with a close button (X) in the top right corner. It features a "Hide Segments" checkbox with a triangle icon. Below this is an "Alias" field with a dropdown arrow. The main section contains several rows of dropdown menus, each with a label, a value, and a description: 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 square. At the bottom are buttons for "Search", "Reset", "OK", and "Cancel".

# Expenses: Using Expense Types

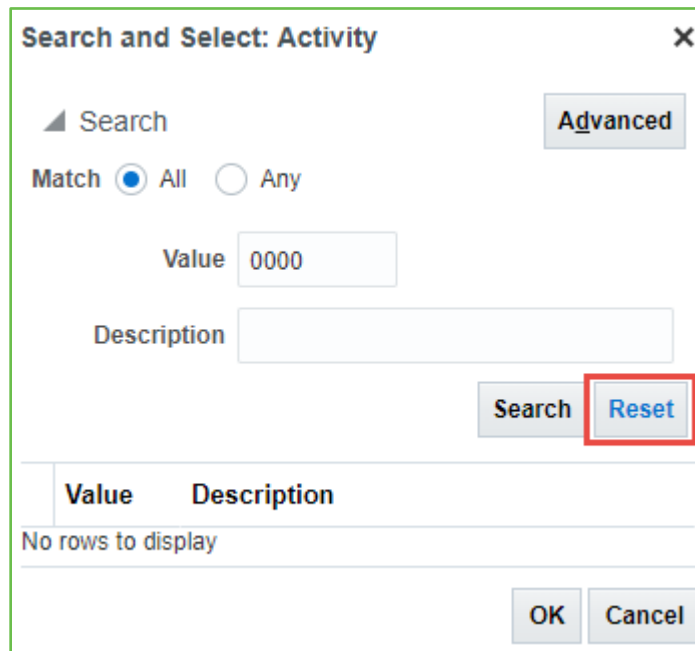
4. At the bottom of the list, click **Search**.



The screenshot shows a dropdown menu for selecting an activity. The menu is open, displaying 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 rectangle.

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.



The screenshot shows a dialog box titled 'Search and Select: Activity'. It has a close button (X) in the top right corner. Inside the dialog, there is a 'Search' section with a search icon and a button labeled 'Advanced'. Below this, there are radio buttons for 'Match' with options 'All' (selected) and 'Any'. There are input fields for 'Value' (containing '0000') and 'Description'. At the bottom of the search section, there are two buttons: 'Search' and 'Reset', with the 'Reset' button highlighted by a red rectangle. Below the search section, there is a table with columns 'Value' and 'Description'. The table currently shows 'No rows to display'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

**Search and Select: Activity**

Search Advanced

Match ☒ All ☐ Any

Value

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**.

**Search and Select: Activity** [X]

Search [Advanced]

Match ☒ All ☐ Any

Value

Description

[Search] [Reset]

Value	Description
No rows to display	

[OK] [Cancel]

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

**Search and Select: Activity** [X]

Search [Advanced]

Match ☒ All ☐ Any

Value

Description

[Search] [Reset]

Value	Description
4003	Recruiting

[OK] [Cancel]

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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. Inside the dialog, there is a "Hide Segments" button with a triangle icon. Below this, there are several dropdown menus for selecting expense segments. The "Activity" segment is highlighted with a red box, showing the value "4003" and the label "Recruiting". Other segments include "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), "Future1" (00000, Unspecified), and "Future2" (00000, Unspecified). At the bottom of the dialog, there are four buttons: "Search", "Reset", "OK", and "Cancel". The "OK" button is also highlighted with a red box.

Segment	Value	Description
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
Future1	00000	Unspecified
Future2	00000	Unspecified