

Non-Reimbursable Expenses Overview

For tracking and review purposes, all business travel expenses that employees incur are captured, regardless of whether they are paid by the employee, the employee's agency, or by another entity.

Employees are only entitled to reimbursement for travel expenses they actually incur themselves. Direct billings to their agency or another third party or prepaid fees are not reimbursable to employees. These expense items are treated as non-reimbursable expenses on an expense report. Expense lines marked as non-reimbursable are not recorded in the General Ledger since these expenses were paid and recorded on a different transaction in Cardinal.

This feature is not available on a Travel Authorization.

An expense is included on the Expense Report as non-reimbursable when:

- It is prepaid or direct-billed to the agency or another party
- It is an expense that would not normally be reimbursable to the employee if the employee initially covered the expense

This job aid shows how to record non-reimbursable expenses in Cardinal

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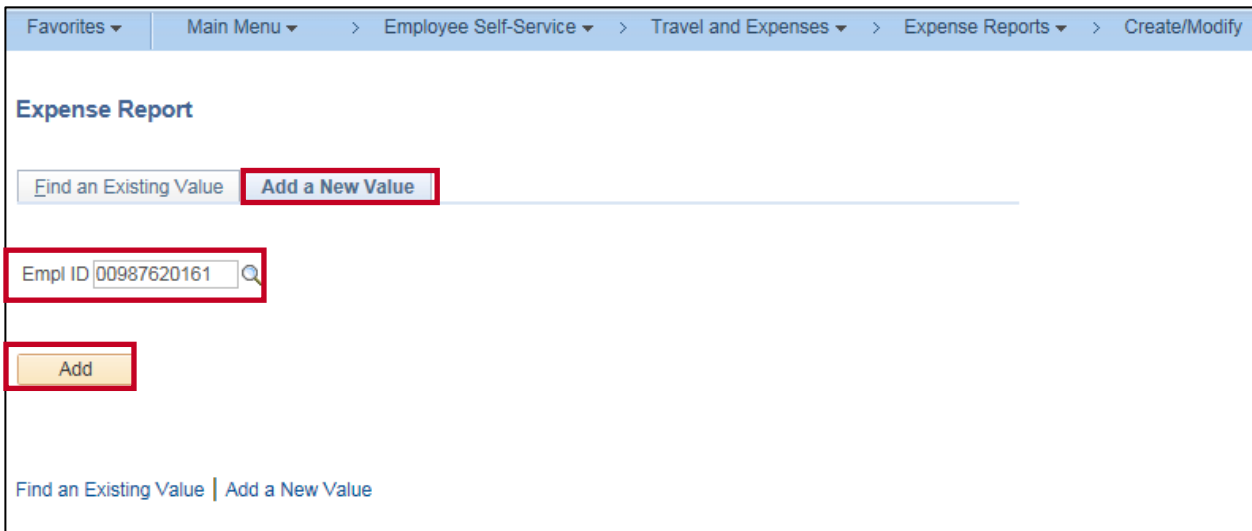
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Expense Report Processing (Expense Reports created without copying in a Travel Authorization)

The following steps show how to create a new expense report, add expenses manually and mark the relevant expenses as non-reimbursable.

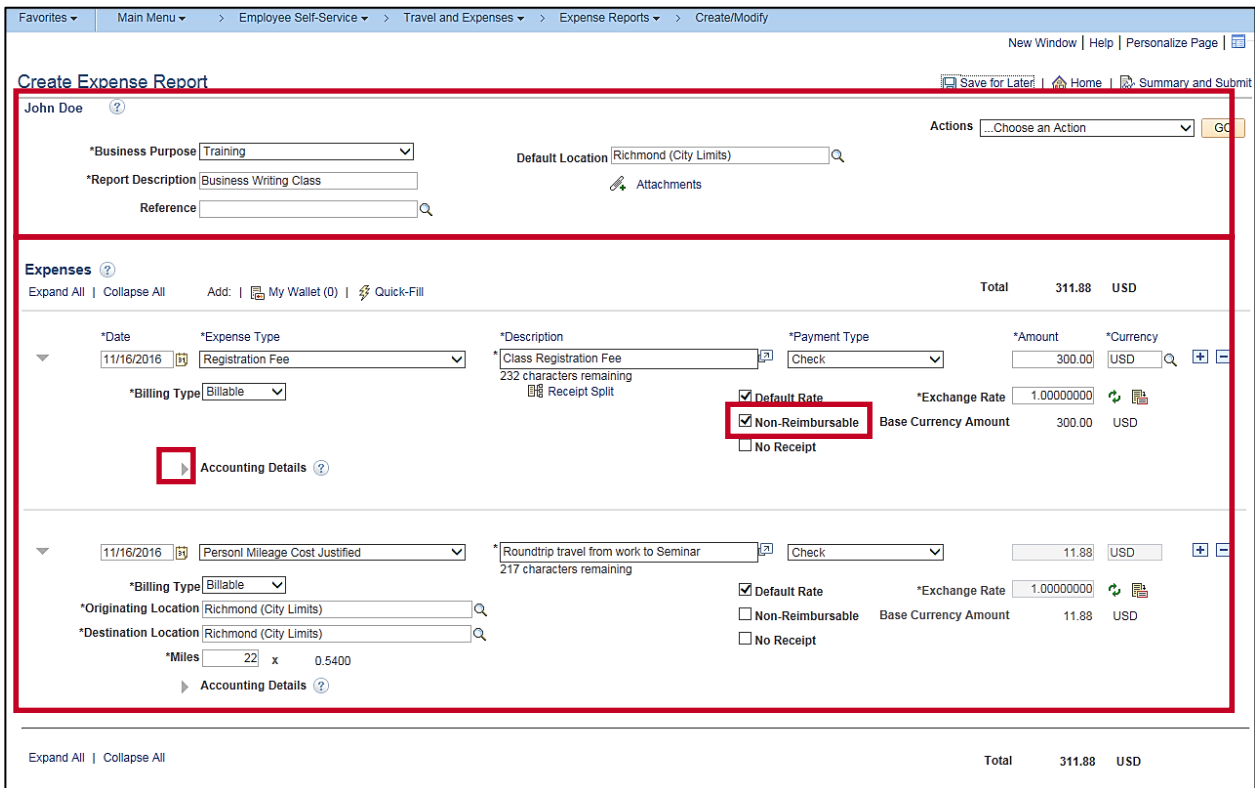
1. Navigate to the **Expense Report** entry page using the following path:

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot shows the 'Expense Report' page in a web application. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. Below the breadcrumb, the page title is 'Expense Report'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in red. Below the tabs is a search field for 'Empl ID' containing the value '00987620161' and a magnifying glass icon. Below the search field is an 'Add' button, also highlighted in red. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. On the **Add a New Value** tab, enter the employee ID of the employee for whom the Expense Report is being entered in the **Empl ID** field.
3. Click the **Add** button.



Create Expense Report

John Doe

*Business Purpose: Training

*Report Description: Business Writing Class

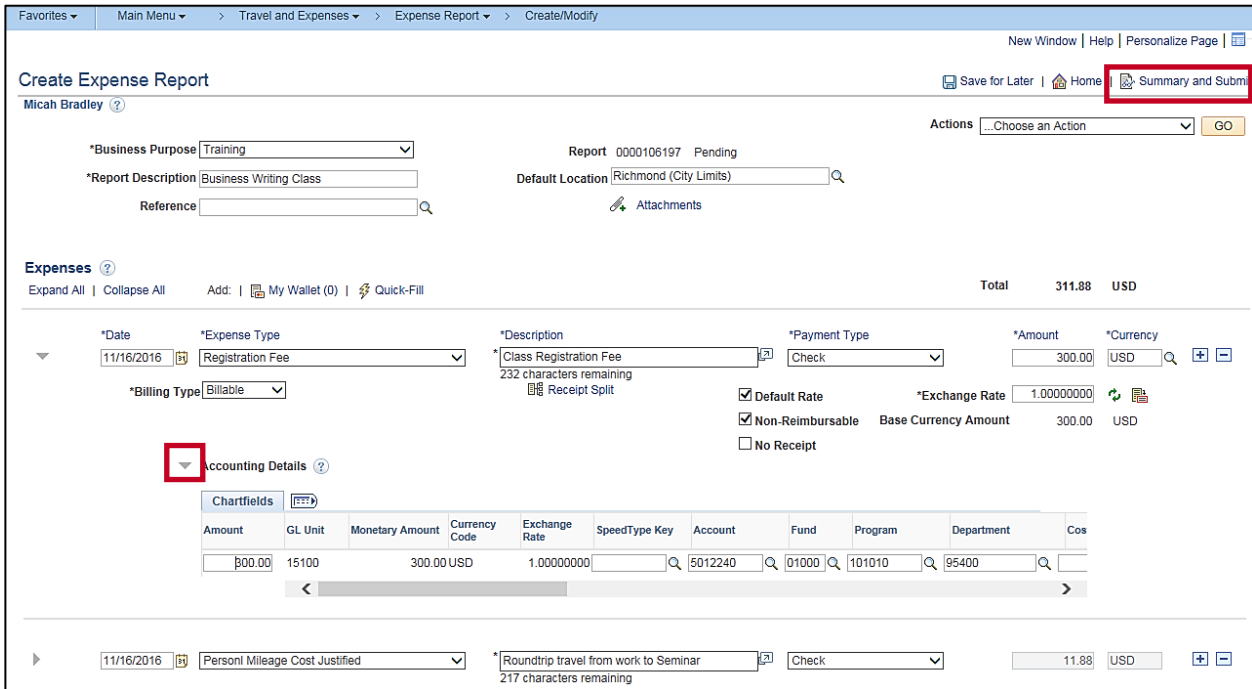
Default Location: Richmond (City Limits)

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/16/2016	Registration Fee	Class Registration Fee 232 characters remaining	Check	300.00	USD
	Billable		<input checked="" type="checkbox"/> Default Rate <input checked="" type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 300.00 USD	
11/16/2016	Personl Mileage Cost Justified	Roundtrip travel from work to Seminar 217 characters remaining	Check	11.88	USD
	Billable		<input type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 11.88 USD	

Total: 311.88 USD

4. The **Create Expense Report** page displays. Complete the header section of the page. In this example, the employee attended a Business Writing training session and the registration fee was prepaid by the agency. While the registration fee is not being reimbursed to the employee, it needs to be included on the expense report for tracking and approval purposes.
5. Click the **Non-Reimbursable** checkbox for each expense that will not be reimbursed to the employee.
In this scenario, only the registration fee is non-reimbursable.
6. Expand to see the **Accounting Entries** section to review/update the accounting entries associated with each expense line.



Create Expense Report

Micah Bradley

*Business Purpose: Training
 *Report Description: Business Writing Class
 Reference: [Search]

Report: 0000106197 Pending
 Default Location: Richmond (City Limits)

Expenses: Total 311.88 USD

*Date: 11/16/2016
 *Expense Type: Registration Fee
 *Description: Class Registration Fee
 *Payment Type: Check
 *Amount: 300.00
 *Currency: USD

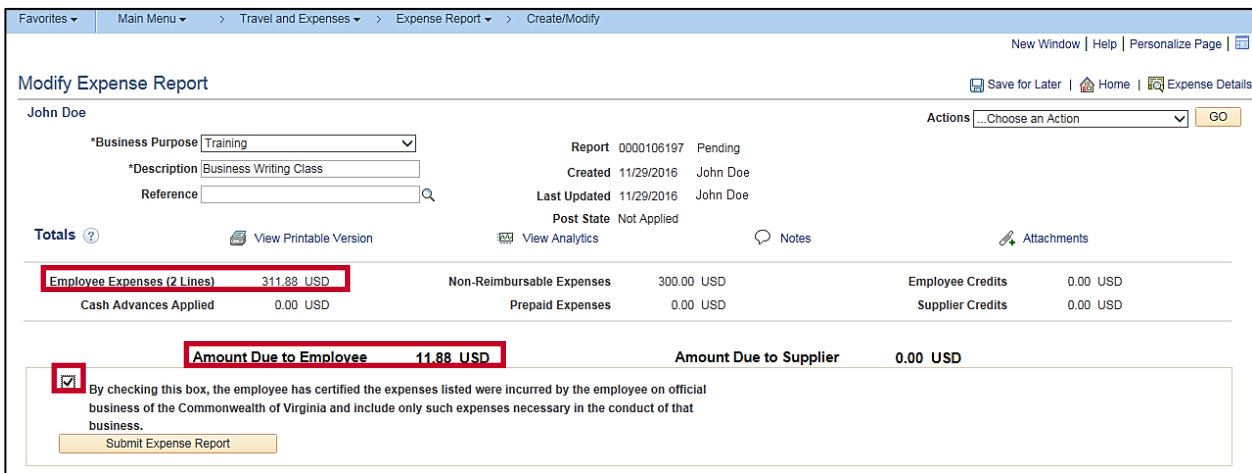
*Billing Type: Billable

Default Rate
 Non-Reimbursable
 No Receipt

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cos
300.00	15100	300.00 USD		1.00000000		5012240	01000	101010	95400	

7. Enter or update the **ChartFields** if necessary. Although accounting details are entered for the non-reimbursable expense(s), when the Expense Report is posted, accounting entries are not posted for those expenses.
8. Click the **Summary and Submit** link.



Modify Expense Report

John Doe

*Business Purpose: Training
 *Description: Business Writing Class
 Reference: [Search]

Report: 0000106197 Pending
 Created: 11/29/2016 John Doe
 Last Updated: 11/29/2016 John Doe
 Post State: Not Applied

Totals: 311.88 USD

Employee Expenses (2 Lines)	311.88 USD	Non-Reimbursable Expenses	300.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	11.88 USD	Amount Due to Supplier	0.00 USD		

By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report

9. Verify that the non-reimbursable expenses are included in the **Employee Expenses** total, but are not included in the **Amount Due to Employee** total.
10. Check the **Certification** checkbox and submit the expense report.

Expense Report Processing (Expense Reports created by copying in a Travel Authorization)

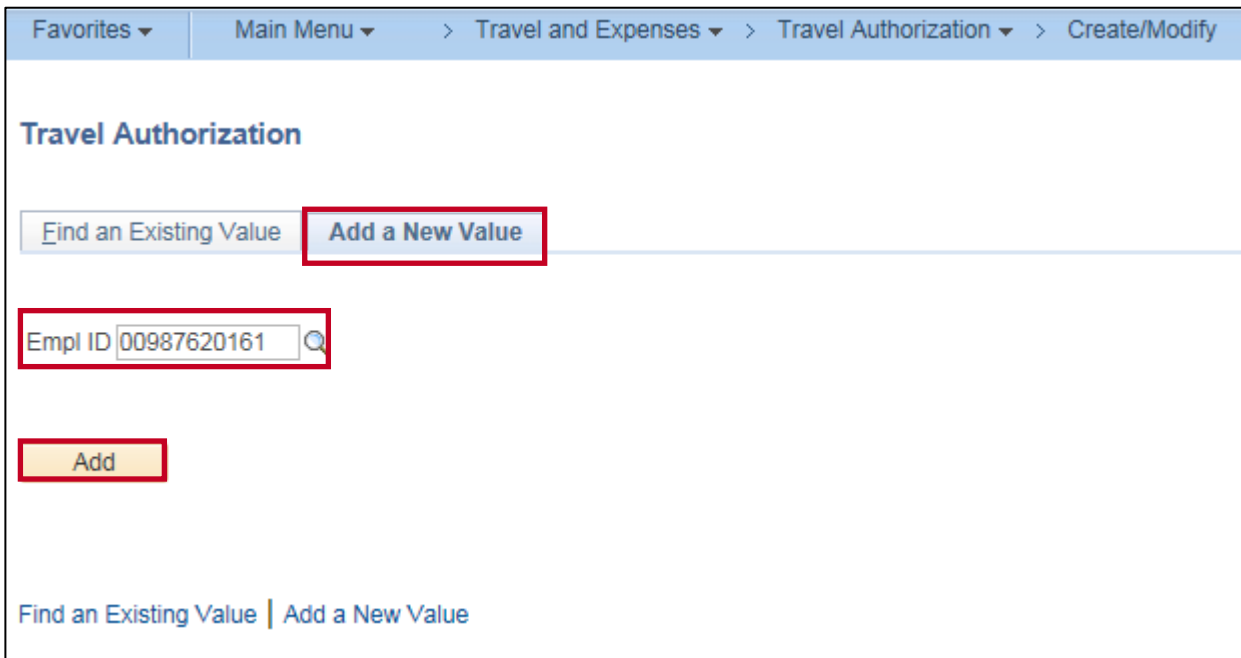
The following steps show how to create a travel authorization and copy it into an expense report. Expenses cannot be marked as non-reimbursable on the travel authorization. Once the expenses are copied to the expense report, the relevant expenses are marked as non-reimbursable.

Creating a Travel Authorization

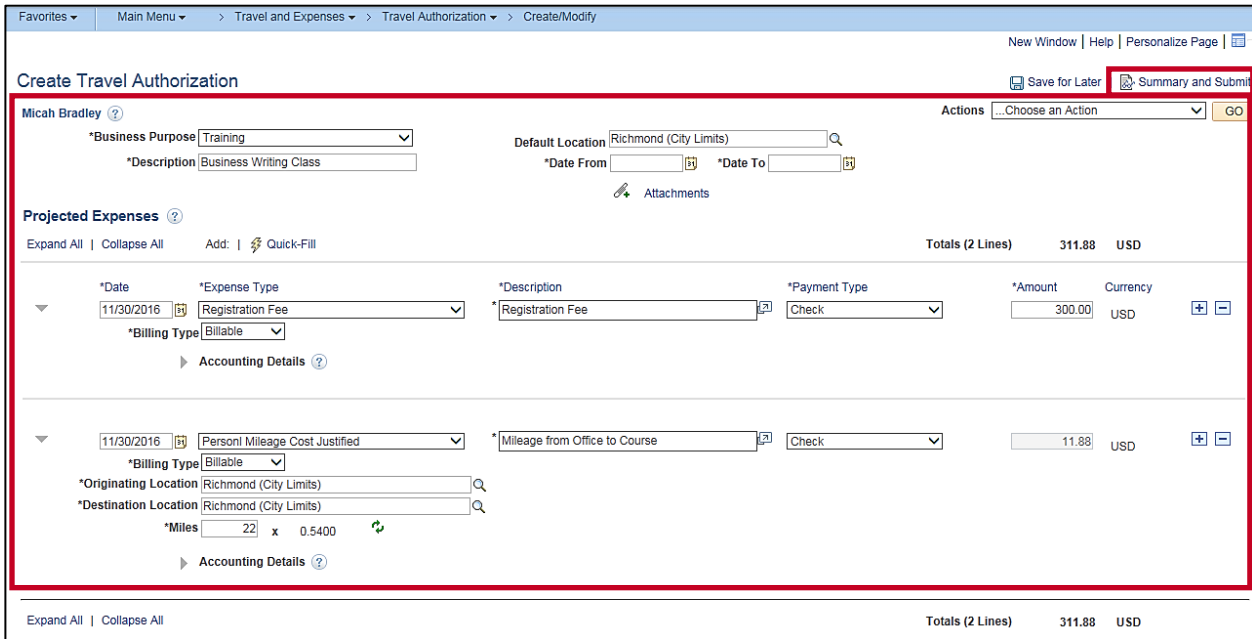
1. Begin by entering the **Travel Authorization** request.

Navigate to the **Travel Authorization** page using the following path:

Main Menu > Employee Self Service > Travel and Expenses > Travel Authorization > Create/Modify



2. On the **Add a New Value** tab, enter (or use the lookup icon) to enter the **Empl ID** for the employee the Travel Authorization is being created.
3. Click the **Add** button.



Create Travel Authorization

Micah Bradley

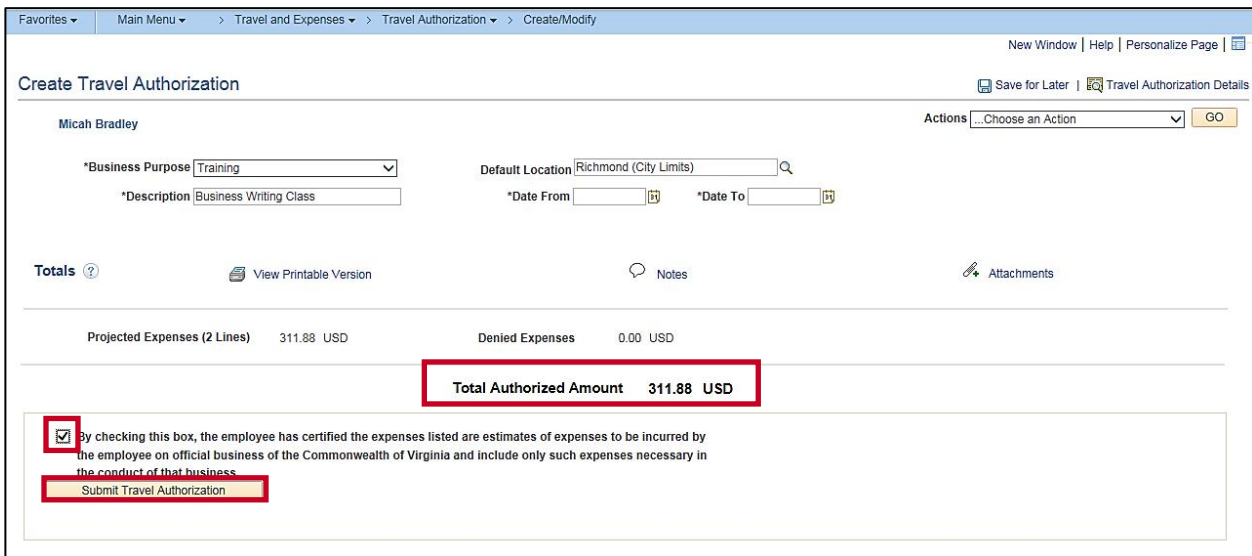
*Business Purpose: Training
 *Description: Business Writing Class
 Default Location: Richmond (City Limits)
 *Date From: [] *Date To: []

Projected Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/30/2016	Registration Fee	Registration Fee	Check	300.00	USD
11/30/2016	Person Mileage Cost Justified	Mileage from Office to Course	Check	11.88	USD

Totals (2 Lines) 311.88 USD

4. The **Create Travel Authorization** page displays. Enter the expense information in the **Header** and **Projected Expenses** sections.
5. Click the **Summary and Submit** button.



Create Travel Authorization

Micah Bradley

*Business Purpose: Training
 *Description: Business Writing Class
 Default Location: Richmond (City Limits)
 *Date From: [] *Date To: []

Totals

Projected Expenses (2 Lines) 311.88 USD
 Denied Expenses 0.00 USD

Total Authorized Amount 311.88 USD

By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

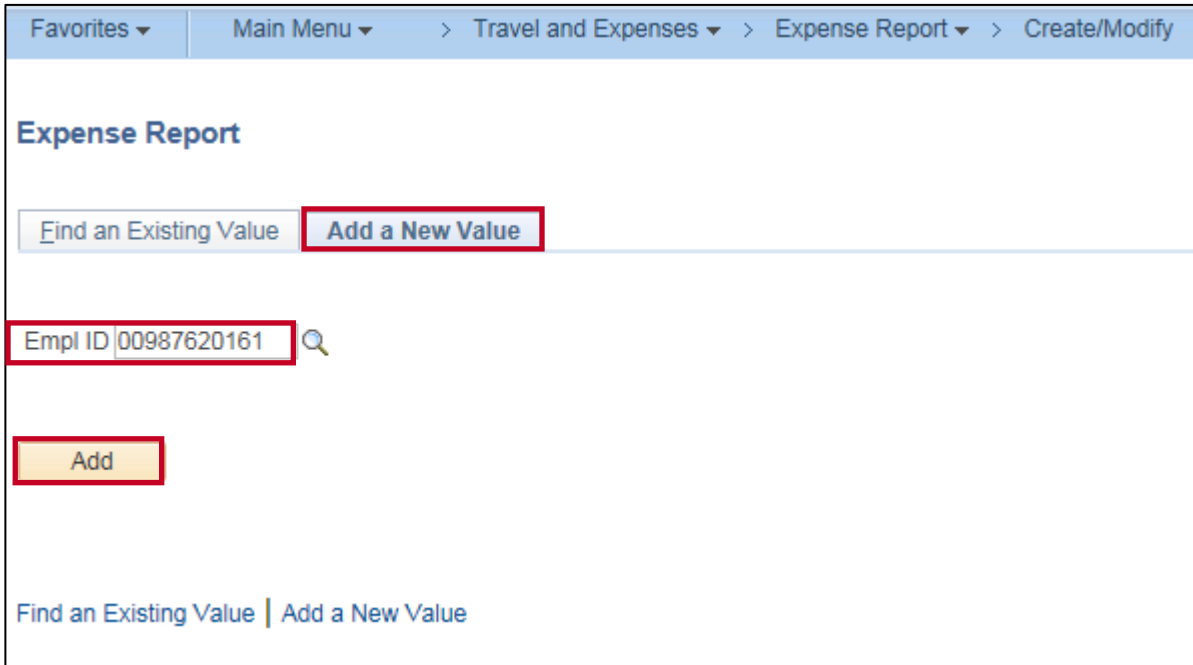
Submit Travel Authorization

6. The expense items will not be flagged as non-reimbursable on the Travel Authorization. The non-reimbursable expense items will need to be identified once they are copied to the Expense Report. Click the **Certification** checkbox.
7. Click the **Submit Travel Authorization** button.
8. After the Authorization has been created, submitted, and approved, it can be used to create the Expense Report.

Copying the Travel Authorization into the Expense Report

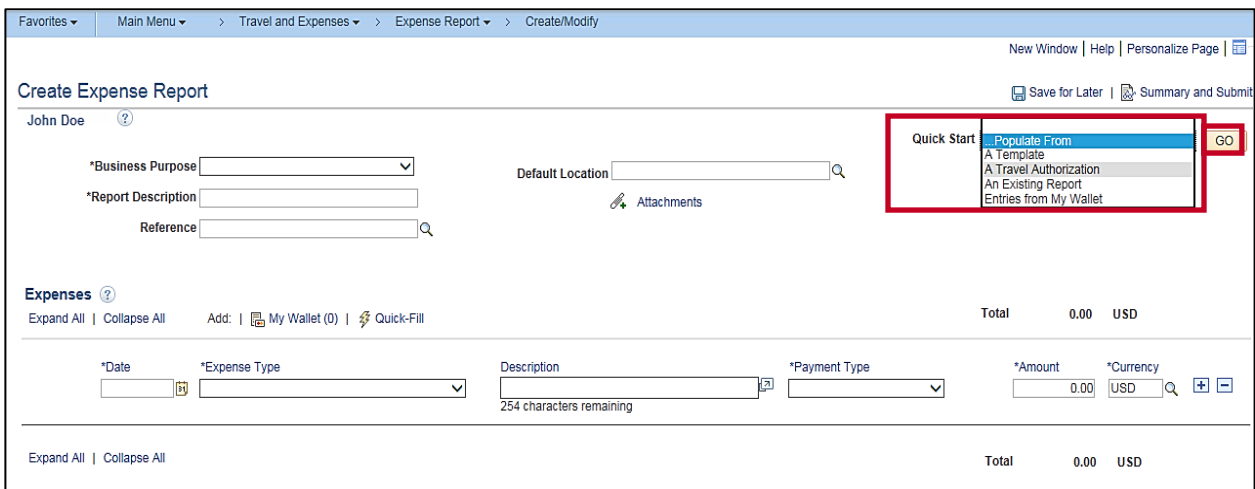
1. To create the Expense Report from a Travel Authorization, navigate using the following path:

Main Menu > Employee Self Service > Travel and Expenses > Expense Report > Create/Modify



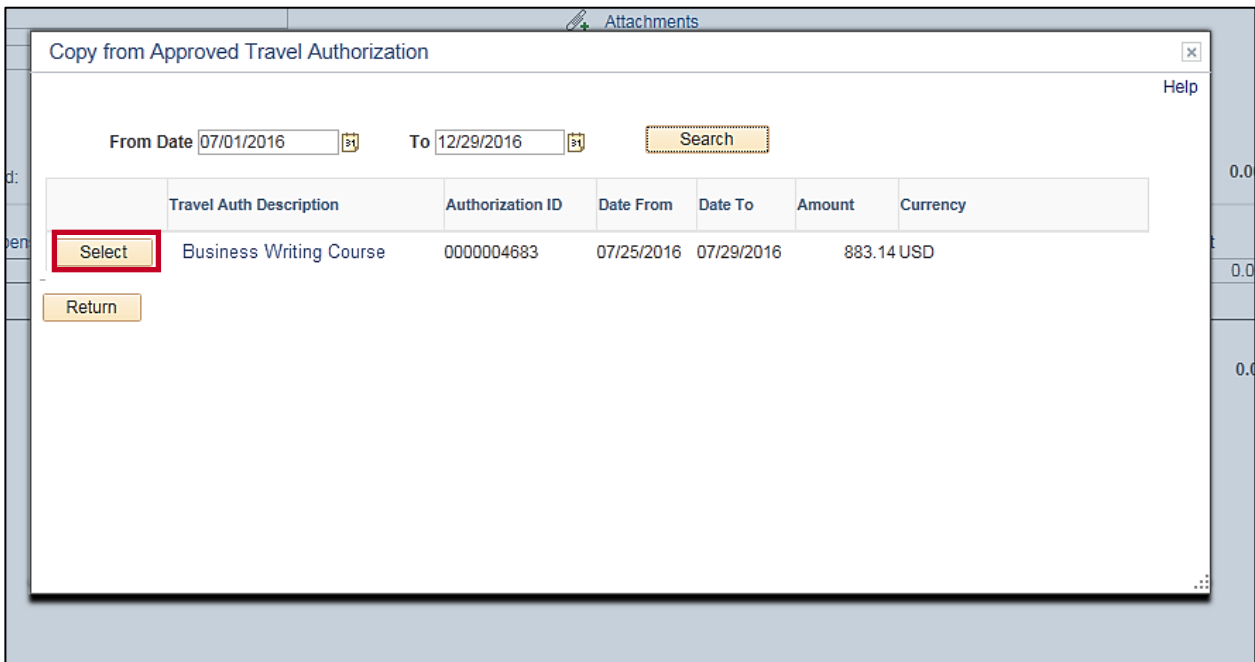
2. On the **Add a New Value** tab, enter the employee ID of the employee for whom the Expense Report is being entered in the **Empl ID** field.

3. Click the **Add** button.



4. Using the **Quick Start** option, select **A Travel Authorization** from the drop down box.

5. Click the **GO** button.



Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Business Writing Course	0000004683	07/25/2016	07/29/2016	883.14 USD	

6. The **Copy From Approved Travel Authorization** page displays. Adjust the **From Date** and **To** date fields appropriately. Click the **Select** button to choose the authorization you want to copy from the list.
7. Repeat steps 4-10 from the [Expense Report Processing \(Expense Reports created without copying in a Travel Authorization\)](#) section of this job aid.