About Non-Reimbursable Expenses

When total travel costs include expenses that will be prepaid or direct billed to the agency, and will not be an out of pocket expense reimbursement to the employee, the expense items are treated as **Non-Reimbursable Expenses** on an Expense Report. **Please note that this feature is not available on a Travel Authorization.**

If the answer to both of the following questions is **Yes**, the expense item should be treated as **Non-Reimbursable**:

- Should this expense item be factored into the total cost of travel included on an Expense Report?
- Has the expense item been prepaid by or direct-billed to the agency; or will it be paid by a 3rd party who will be reimbursed by VDOT?

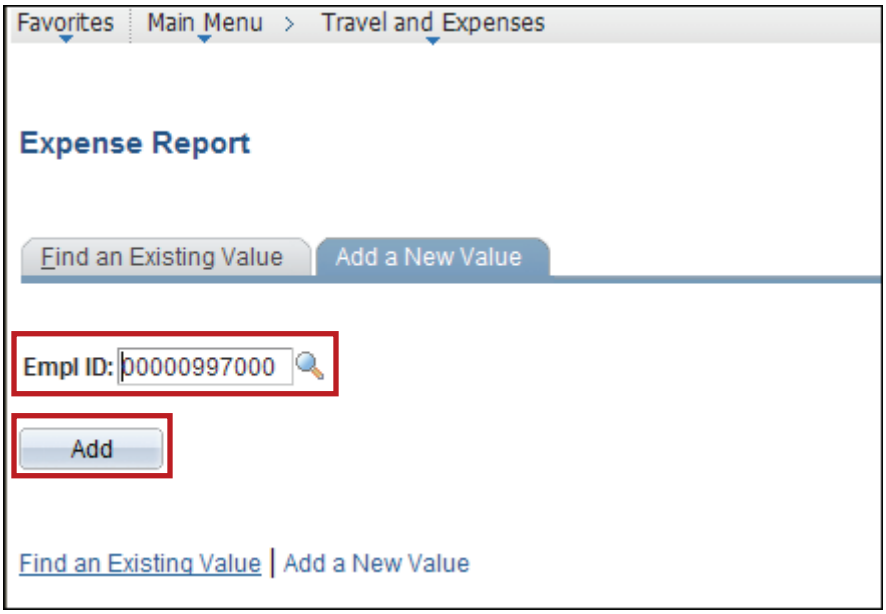
The steps below walk you through how to process Non-Reimbursable expenses.

Expense Report Processing (No Authorization):

1 Navigate using the following path:

Travel and Expenses > Travel and Expense Center > Expense Report > Create.

The Expense Report search page displays.



2 Enter or search for the **Empl ID**.

3 Click the **Add** button.

The **Create Expense Report – Expense Report Entry** page displays.

Favorites | Main Menu > Travel and Expenses

Create Expense Report

Expense Report Entry

Attachment

PETER PARKER User Defaults Report ID: NEXT

General Information

*Description: Business Trip to FHWA Meeting
*Business Purpose: Meeting
Default Location: Richmond (City Limits)
Comment: Train fare will be paid by FHWA
Reference:

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details Customize | Find | View All | First 1-4 of 4 Last

*Overview | *Detail | Location | Merchant | Air/Hotel | Mileage | Per Diem | *Currency

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
☐	Train Travel	01/30/2013	100.00	USD	Check	Billable
☐	Auto Expense	01/30/2013	20.00	USD	Check	Billable

Copy Selected | Delete Selected | Check For Errors | New Expense | Add

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later | Submit Expense Report Project Summary

Return to Travel and Expense Center

4 In the General Information section, enter information about the expense.

5 In the **Details** section, enter information for each expense item.

6 Click the **Detail** tab.

Favorites | Main Menu > Travel and Expenses

Create Expense Report

Expense Report Entry

Attachment

PETER PARKER User Defaults Report ID: NEXT

General Information

*Description: Business Trip to FHWA Meeting
*Business Purpose: Meeting
Default Location: Richmond (City Limits)
Comment: Train fare will be paid by FHWA
Reference:

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details Customize | Find | View All | First 1-4 of 4 Last

*Overview | *Detail | Location | Merchant | Air/Hotel | Mileage | Per Diem | *Currency

Select	*Expense Type	*Expense Date	*Description	Non-Reimb	No Receipt
☐	Train Travel	01/30/2013	Train to DC	☑	☐
☐	Auto Expense	01/30/2013	Parking @ Train Station	☐	☐

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Employee Expenses:	120.00 USD	Due Employee:	20.00 USD
Non-Reimbursable Expenses:	100.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary

Return to Travel and Expense Center

7 Check the **Non-Reimb** box for the expense that will not be reimbursed to the employee.

8 Click the **Update Totals** button.

9 Add remaining expense lines and enter **Accounting Detail** for each line. Enter all remaining information.

10 Review to ensure that the non-reimbursable expenses are included in the **Employee Expenses** total, but are not included in the **Due Employee** total.

11 After the totals are verified, click the **Submit** button.

Favorites | Main Menu > Travel and Expenses

View Expense Report

Accounting Detail

PETER PARKER Report ID: 0000015554

This is the accounting detail for expense type Train Travel with a transaction date of 2013-01-30 in the amount of 100 USD.

Estimated Tax:
Total Distribution:

Accounting Detail — Set Personalizations | Find | First 1 of 1 Last

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost Cent
100.00	50100	100.00	USD	1.00000000		5012830	04720	603003	19002	

Previous Expense | Next Expense

OK

Favorites | Main Menu > Travel and Expenses

View Expense Report

Accounting Detail

PETER PARKER Report ID: 0000015554

This is the accounting detail for expense type Auto Expense with a transaction date of 2013-01-30 in the amount of 20 USD.

Estimated Tax:
Total Distribution:

Accounting Detail — Set Personalizations | Find | First 1 of 1 Last

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost Cent
20.00	50100	20.00	USD	1.00000000		5012830	04720	603003	19002	

Previous Expense | Next Expense

OK

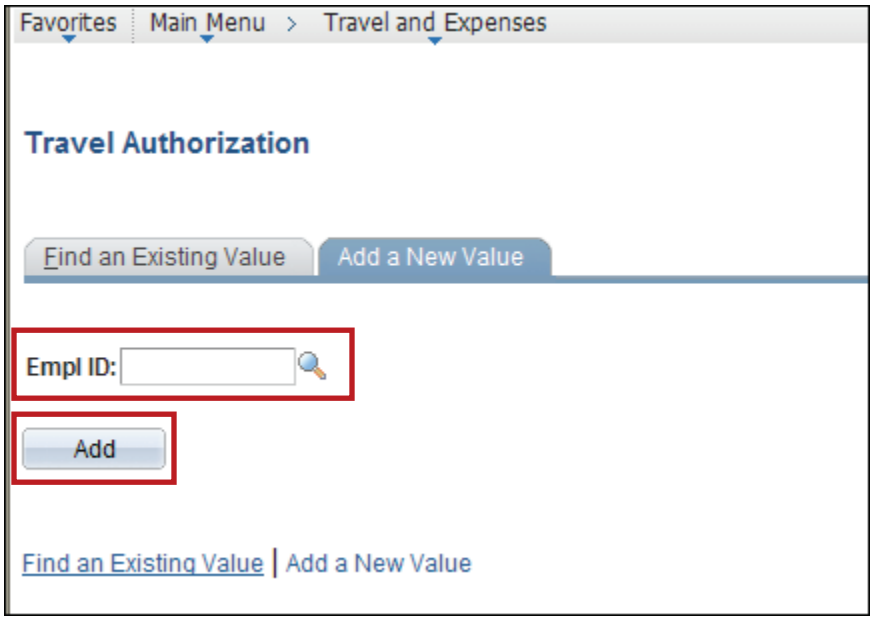
12 Please note that although **Accounting Detail** is displayed for the Non-Reimbursable Expenses, when the Expense Report is posted, accounting entries are not created for those expenses.

Expense Report Processing (Copy Authorization):

13 To create an Expense Report using an authorization, navigate using the following path:

Travel and Expenses > Travel and Expense Center > Travel Authorization > Create.

The **Travel Authorization** search page is displayed.



14 Enter the **Empl ID**.

15 Click the **Add** button.

The **Create Travel Authorization – Authorization** page is displayed.

Favorites | Main Menu > Travel and Expenses

View Travel Authorization

Return to Travel and Expense Center | Attachment

Travel Authorization Details

PETER PARKER | User Defaults | Authorization ID: 0000001375

General Information

Description: FHWA Conference | Comment:

Business Purpose: Conference

Status: Submission in Process | Last Updated: 02/05/2013 | By: Peter Parker

Default Location: Richmond (City Limits)

Date From: 02/06/2013 | Date To: 02/06/2013

Accounting Defaults | More Options: GO

Details — Customize | Find | First 1-2 of 2 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Registration Fee	02/06/2013	100.00	USD	Check	Billable	*Detail
Auto Expense	02/06/2013	20.00	USD	Check	Billable	*Detail

Totals

Authorized Amount:	120.00 USD
Less Non-Approved:	0.00 USD
Due Employee:	120.00 USD

Project Summary

Return to Search | Notify

16 Enter the details for the authorization. The image above is an example of a Travel Authorization after it has been saved. Expense details are entered with the **Payment Type** of **Check**.

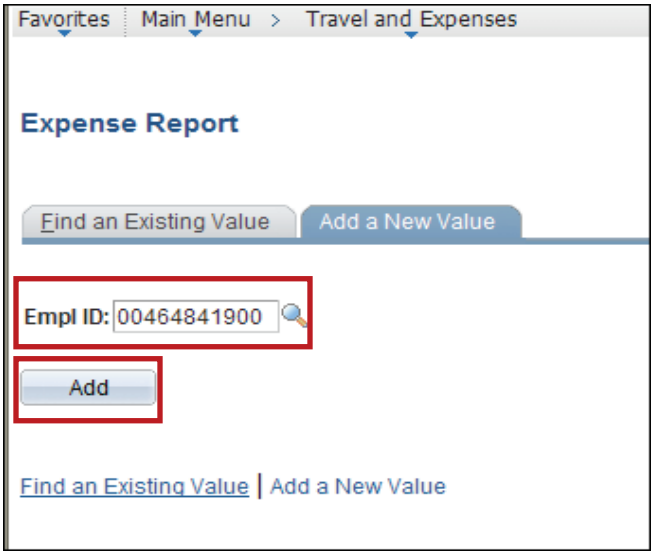
On the Authorization, the **Authorized Amount** and **Due Employee** will be the same amount. **The expense line that represents a non-reimbursable amount will be adjusted on the Expense Report.**

17 After the Travel Authorization is approved, it can be used to create the Expense Report.

18 Navigate using the following path:

Travel and Expenses > Travel and Expense Center > Expense Report > Create

The **Expense Report** search page is displayed.



19 Enter the **Empl ID**.

20 Click the **Add** button.

The **Create Expense Report – Expense Report Entry** page is displayed.

Favorites | Main Menu > Travel and Expenses

Create Expense Report

Expense Report Entry

Attachment

PETER PARKER User Defaults Report ID: NEXT

Quick Start: GO

A Blank Report
A Template
A Travel Authorization
An Existing Report
Entries from My Wallet

General Information

*Description:
*Business Purpose:
Default Location:
Comment:
Reference:

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details Customize | Find | View All | First 1-4 of 4 Last

*Overview | Detail | Location | Merchant | Air/Hotel | Mileage | Per Diem | *Currency

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

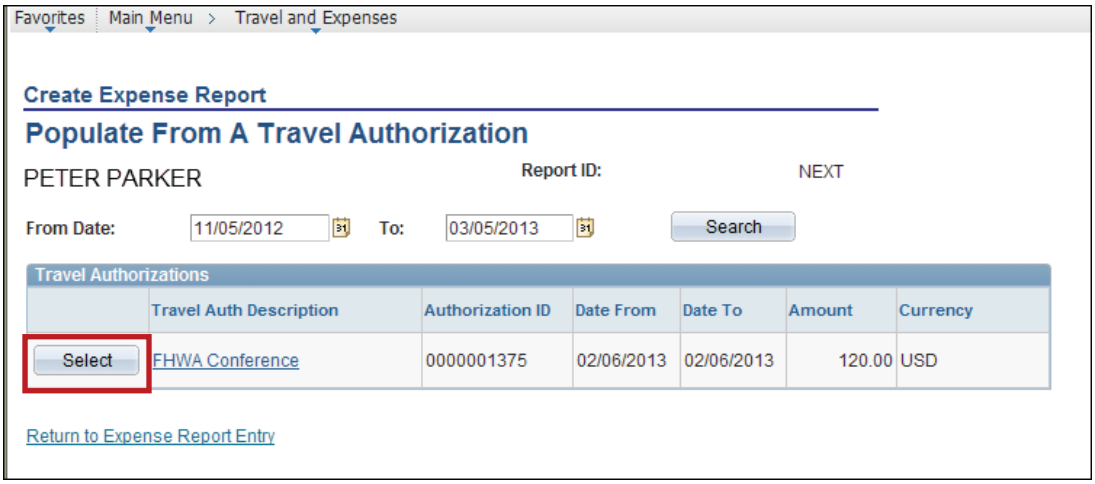
Save For Later Submit Expense Report Project Summary

Return to Travel and Expense Center

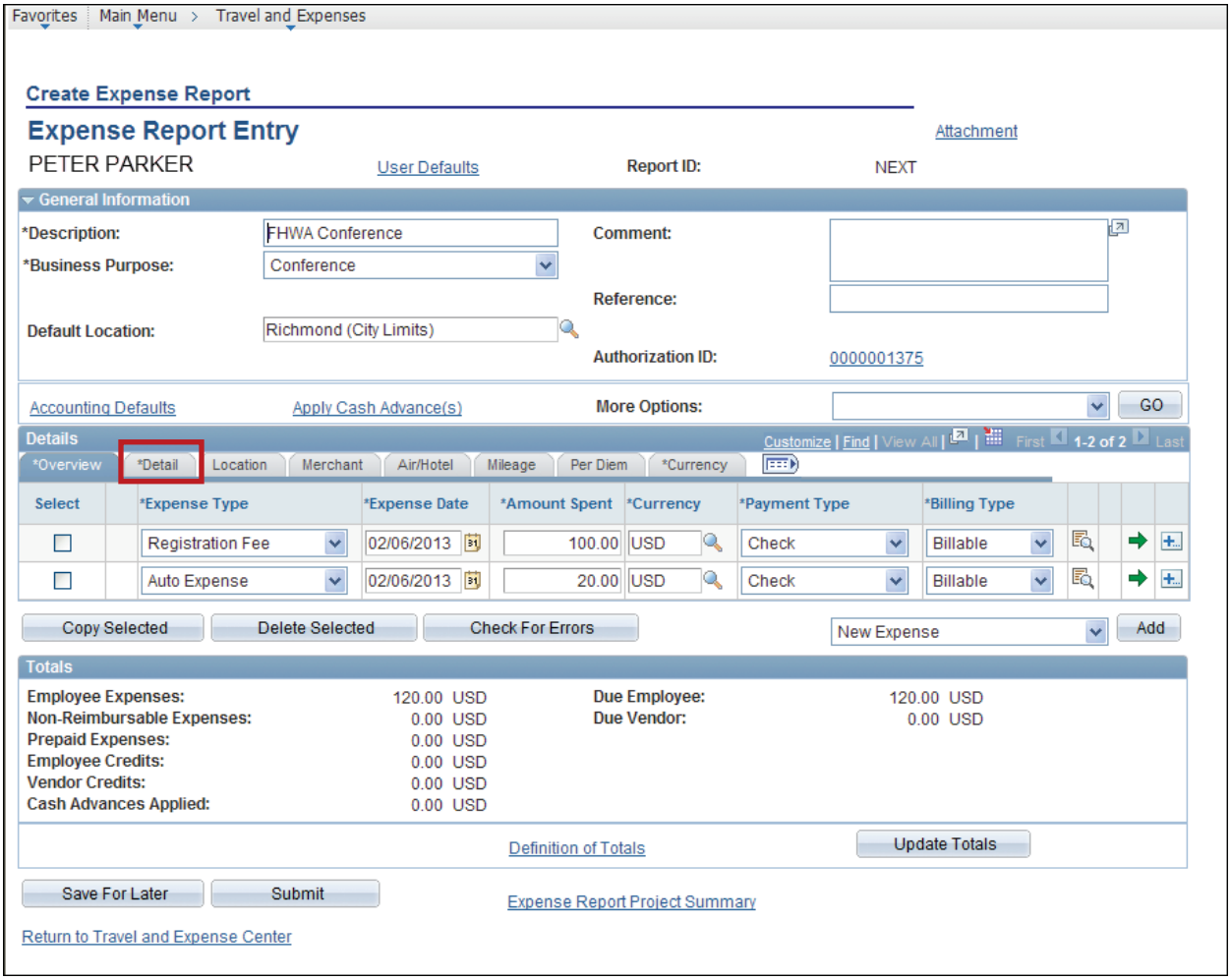
21 Using the Quick Start option, select **A Travel Authorization** from the drop down box.

22 Click **Go**.

The **Populate From A Travel Authorization** page displays.



23 Select the Authorization you want to copy from the list by clicking the **Select** button next to it.



24 In the **Details** section, review information for each expense item.

25 Click the **Detail** tab.

Favorites | Main Menu > Travel and Expenses

View Expense Report

Expense Report Detail

Attachment

PETER PARKER | User Defaults | Report ID: 0000015556

General Information

*Description: FHWA Conference
*Business Purpose: Conference
Default Location: Richmond (City Limits)
Comment:
Reference:

Accounting Defaults | Apply Cash Advance(s) | More Options: GO

Details — Customize | Find | View All | First 1-4 of 4 Last

*Overview | *Detail | Location | Merchant | Air/Hotel | Mileage | Per Diem | *Currency

Select	*Expense Type	*Expense Date	*Description	Non-Reimb	No Receipt
☐	Registration Fee	02/06/2013	Registration Fee	☑	☐
☐	Auto Expense	02/06/2013	Parking	☐	☐

Copy Selected | Delete Selected | Check For Errors | New Expense | Add

Totals

Employee Expenses:	120.00 USD	Due Employee:	20.00 USD
Non-Reimbursable Expenses:	100.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals | Update Totals

Save For Later | Submit | Expense Report Project Summary

Return to Travel and Expense Center

26 Check the **Non-Reimb** box for the expense that should not reimbursed to the employee.

27 Click the **Update Totals** button.

28 Note that although Accounting Detail is displayed for the **Non-Reimbursable Expenses**, when the Expense Report is posted, accounting entries are not created for those expenses.

29 Enter all remaining information.

30 Review to ensure that the non-reimbursable expenses are included in the **Employee Expenses Total**, but are not included in the **Due Employee** total.

31 After the totals are verified, click the **Submit** button.