



About Tips on Entering Employee Expenses

This Job Aid provides helpful information about using Location and Expense Types when entering employee expenses. It does not, however, address policy or procedural issues.

Statewide policies and procedures can be found in the Cardinal CAPP (Commonwealth Accounting Policies and Procedures) Manual’s State Travel Regulations, located on the Department of Accounts (DOA) website. Your agency may have additional policies and procedures that are unique to their business processes.

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Using Location

- **Location**

- a. The Cardinal Locations are configured per Cardinal CAPP Manual Topic 20335. If your travel destination is not identified separately, you must use the **In State Standard** or **Out of State Standard** rate Expense Location in Cardinal.
- b. The **Default Location** entered on the header section of the page defaults to the expense lines. Locations can be added or changed as appropriate on each Expense line.
- c. International travel locations are not listed in Cardinal. See the State Travel Regulations for information on international locations.

Using Expense Types

- **Other Employee Reimbursement**

Only use for expenses that do not fit under another expense type or when recording expenses related to International Travel (see International Travel section of this job aid for more information).

- a. When using the Expense Type **Other Employee Reimbursements**, click the arrow next to **Accounting Detail** on the expense line and verify the **Account** that defaulted is accurate and, if not, change it.
- b. When using **Other Employee Reimbursements**, enter a clear explanation of the expense in the **Description** field.

- **Lodging**

- a. Select the **Lodging** Expense Type to enter the hotel room rate, excluding taxes and surcharges. Select the **Lodging Fees and Taxes** Expense Type to enter taxes and surcharges.
- b. You can enter **Lodging** expenses on a separate expense line for each day.

Alternatively, you can enter the entire Lodging amount on one line and indicate the number of nights the charge pertains to on the Expense line. For example, the hotel room rate is \$80, the number of nights is 3, and the total including taxes and fees is \$300. You can enter the entire Lodging amount \$240, on the **Lodging** line, and the **Lodging Fees and Taxes** line would be \$60.

- **Per Diem Meals and Incidentals**

- a. Per Diems for meals and incidentals are configured in Cardinal in accordance with Cardinal CAPP Manual Topic 20335. Cardinal automatically calculates the per diem based on the **Expense Type** selected. The amount on the expense line cannot be updated for amounts over the calculated amount.

If your agency's policy is more restrictive for per diem meals, follow your agency's guideline. For example, an agency requires an employee to report actual expenses when less than the per diem. If the employee spends \$9 and the per diem is \$11, then the employee would record \$9 since that is the actual expense amount.

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- b. On a travel departure or return day, meals and incidentals are calculated in Cardinal at 75% of the meal and incidentals rate (in accordance with Cardinal CAPP Manual Topic 20335) by choosing the Travel Day **Expense Type** for meals or incidentals.
- c. Enter the \$5.00 or \$3.75 per diem incidental as a separate line for each day of travel using the Per Diem Incidentals Expense Type. In Cardinal, the meals must be identified separately from the incidental line.

- **Mileage**

- a. There are three options for mileage. See Cardinal CAPP Manual Topic 20335 regarding when each should be used:
 - i. **Personal Mileage Cost Justified**
 - ii. **Personal Mileage Convenience**
 - iii. **Personal Mileage over 15,000K**
- b. Do not use decimals when entering miles. The mileage should be rounded to the nearest whole number as Cardinal displays an error message if decimals are entered in the **Miles** field.
- c. The mileage rate is configured in Cardinal and will calculate mileage cost based on the miles entered on the expense line and the current reimbursement rate. The calculated amounts in Cardinal are rounded to 2 decimals.

Viewing Travel Rates

You can use the **V_AP_EX_TRAVEL_RATES** query to view the most recent travel rates per location for all Expense Types.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

International Travel

- International locations have not been configured in Cardinal.
- The **Other Employee Reimbursement Expense Type** should be used to record International travel since it does not require a location to be entered.
- The **Description** field should be used to capture details on each expense line.
- When using the expense type **Other Employee Reimbursement**, you must change the **Account** code to match the type of expense.
- There should be one expense line for each type of expense incurred with the appropriate **Account** for that expense type.