



Accounts Payable Job Aid

SW AP315A: Expense Type Coding – Online Agency

Expense Type	*Description	Additional Required Fields	Default Account ChartField	Default Account ChartField Description
Airline Travel	Expenses related to airline travel.	Description Ticket Number	5012830	Travel, Public Carriers
All Meals - Non-Travel Day	Per diem for all meals on a non-travel day. This should be used to capture when an employee is eligible for all meals on a non-travel day instead of selecting each individual meal. The appropriate rates per CAPP Manual section 20335 are configured in Cardinal and will populate based on the destination.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
All Meals - Travel Day	Per diem for all meals on a travel day. This should be used to capture when an employee is eligible for all meals on a travel day instead of selecting each individual meal. The appropriate rates per CAPP 20335 are configured in Cardinal and will populate based on the destination.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
Auto Expense	Expenses related to parking and tolls.	Description	5012830	Travel, Public Carriers
Breakfast - Non-Travel Day	Breakfast when the employee is only eligible for this specific meal on a non-travel day. If an employee is entitled to all meals on a non-travel day, use the All meals - Non-Travel Day expense type. The appropriate rates per CAPP 20335 are configured in Cardinal and will populate based on the destination.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
Breakfast - Travel Day	Breakfast when the employee is only eligible for this specific meal on a travel day. If an employee is entitled to meals on a travel day, use the All meals -Travel Day expense type. The appropriate rates per CAPP 20335 are configured in Cardinal and will populate based on the destination.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS

* Note: Follow Cardinal CAPP Topic 20335 State Travel Regulations, and any other applicable agency specific policies and procedures.



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Expense Type	*Description	Additional Required Fields	Default Account ChartField	Default Account ChartField Description
Business Calls	Expenses related to business related call expenses.	Description	5012850	Travel, Subsistence & Lodging
Dinner - Non-Travel Day	Dinner when the employee is only eligible for this specific meal on a non-travel day. If an employee is entitled to all meals on a non-travel day, use the All meals - Non-Travel Day expense type. The appropriate rates per CAPP 20335 are configured in Cardinal and will populate based on the destination.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
Dinner - Travel Day	Dinner when the employee is only eligible for this specific meal on a travel day. If an employee is entitled to all B20meals on a travel day, use the All meals -Travel Day expense type. The appropriate rates per CAPP 20335 are configured in Cardinal and will populate based on the destination.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
Education Reimbursement	Educational expenses that are eligible for reimbursement.	Description	5012250	Employee Tuition Reimbursement
Gasoline	Expenses related to gasoline purchases for state and rental vehicles	Description	5013230	Gasoline
Interfaced	Expense reports that are sent to Cardinal via an interface. The interfacing agency will include the ChartField distributions for the expense in the upload file.	Description	5013110	Apparel Supplies
Interfaced Modified	This expense type is not to be used by any user. Cardinal processes will change the expense type on the interfaced expense report to Interfaced Modified to indicate when an expense report has been adjusted online by an interfacing agency.	Description	5013110	Apparel Supplies

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Lodging	The lodging rate amount excluding taxes and fees for an overnight stay at a hotel, motel, etc. When travel involves more than one day, all lodging (excluding fees and taxes) can be combined on one line and does not have to be listed daily.	Description Destination Location Number of Nights	5012850	Travel, Subsistence & Lodging
Lodging Fees and Taxes	Fees and taxes associated with an overnight stay at a hotel, motel, etc. When travel involves more than one day, all lodging related fees and taxes can be combined on one line and does not have to be listed daily.	Description	5012850	Travel, Subsistence & Lodging
Lunch - Non-Travel Day	Lunch when the employee is only eligible for this specific meal on a non-travel day. If an employee is entitled to all meals on a non-travel day, use the All meals - Non-Travel Day expense type. The appropriate rates per CAPP 20335 are configured in Cardinal and will populate based on the destination.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
Lunch - Travel Day	Lunch when the employee is only eligible for this specific meal on a travel day. If an employee is entitled to meals on a travel day, use the All meals -Travel Day expense type. The appropriate rates per CAPP 20335 are configured in Cardinal and will populate based on the destination.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
Other Employee Reimbursements	Expenses that do not fit under another expense type. In Cardinal, when you select Other Employee Reimbursements, the Account defaults to 5012850 - Travel, Subsistence & Lodging. Be sure to change the Account code as appropriate based on the expense being reimbursed.	Description	5012850	Travel, Subsistence & Lodging

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Expense Type	*Description	Additional Required Fields	Default Account ChartField	Default Account ChartField Description
Overtime Meals	Overtime meals that are approved for reimbursement.	Description	5012880	Travel, Meal Reimb-Not Rpt IRS
Per Diem Incidentals - Non Travel Day	Overnight travel incidental expenses for a non-travel day such as bellhop/waiter tips, valet, personal telephone calls, laundry, and transportation between lodging or business and places where meals may be taken. When travel involves more than one day, there should be a separate line for each day using this type.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
Per Diem Incidentals - Travel Day	Overnight travel incidental expenses for a travel day such as bellhop/waiter tips, valet, personal telephone calls, laundry, and transportation between lodging or business and places where meals may be taken. When travel involves more than one day, there should be a separate line for each day using this type.	Description Destination Location Per Diem Range	5012880	Travel, Meal Reimb-Not Rpt IRS
Personal Mileage Convenience	Mileage for work related travel, when a personally owned vehicle is not cost justified. See CAPP Topic 20335 to determine if this is the appropriate type for the employee. Mileage rates are configured in Cardinal and will calculate based on the miles entered.	Description Miles Originating Location Destination Location	5012820	Travel, Personal Vehicle
Personal Mileage Cost Justified	Mileage related to work related travel when a personally owned vehicle can be cost justified. See CAPP Topic 20335 to determine if this is the appropriate type for the employee. Mileage rates are configured in Cardinal and will calculate based on the mileage entered.	Description Miles Originating Location Destination Location	5012820	Travel, Personal Vehicle

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Expense Type	*Description	Additional Required Fields	Default Account ChartField	Default Account ChartField Description
Personal Mileage over 15,000 Miles	Mileage related to work related travel in excess of 15,000 miles per fiscal year.	Description Miles Originating Location Destination Location	5012820	Travel, Personal Vehicle
Registration Fee	Registration fees associated with an event, training, etc.	Description	5012240	Employee Training/Workshop /Conf
Rental Car	Rental car expenses.	Description Merchant	5012830	Travel, Public Carriers
Taxi/Bus/Shuttle Fees	Fees associated with travel on a taxi, bus, shuttle, etc.	Description	5012830	Travel, Public Carriers
Train Travel	Expense for traveling via train.	Description	5012830	Travel, Public Carriers

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