



Entering 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, so when an Expense Report is copied from a Travel Authorization, non-reimbursable expenses are marked accordingly in the Expense Report.

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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# Accounts Payable Job Aid

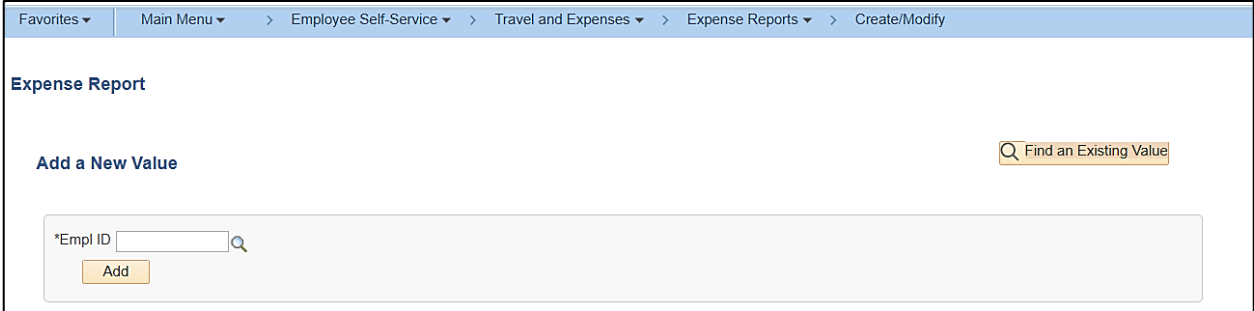



## AP315\_Entering Non-Reimbursable Expenses

### Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 1</a> , after Step 1; <a href="#">Section 2</a> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

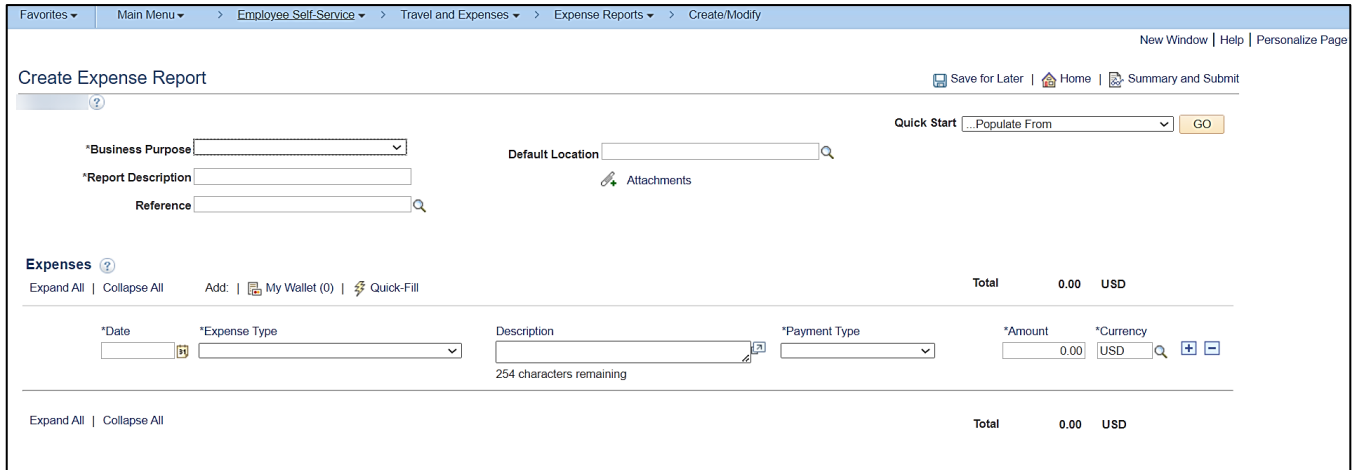
### Entering Non-Reimbursable Expenses on the Expense Report

This section of the Job Aid provides the steps for entering non-reimbursable expenses on an Expense Report that was not copied from a Travel Authorization.

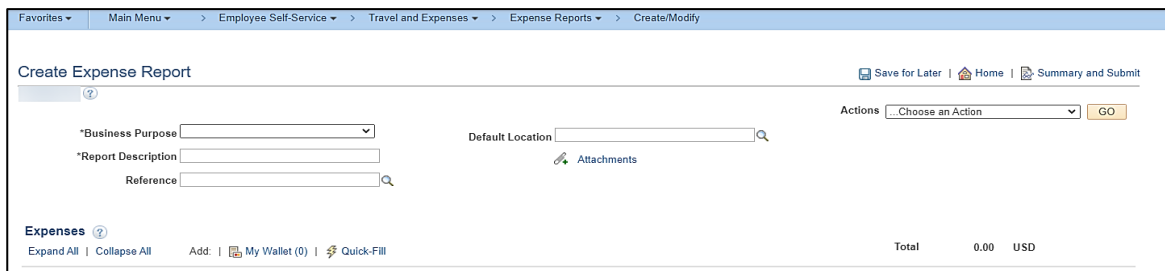
Step	Action
1.	Navigate to the <b>Expense Report</b> page using the following path: <b>Main Menu &gt; Employee Self Service &gt; Travel and Expense Center &gt; Expense Report &gt; Create/Modify</b>
<p>The <b>Expense Report Search</b> page displays with the <b>Add a New Value</b> page displayed by default.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	Enter or select the Employee ID in the <b>Empl ID</b> field. 
3.	Click the <b>Add</b> button. 

Step	Action
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The **Create Expense Report** page displays.



4. Complete the required fields in the **Header** section of the page.






In this scenario, 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.





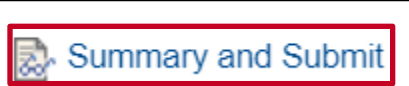
5. Expand the Expenses section and then enter or select the date for the registration fee in the **Date** field.



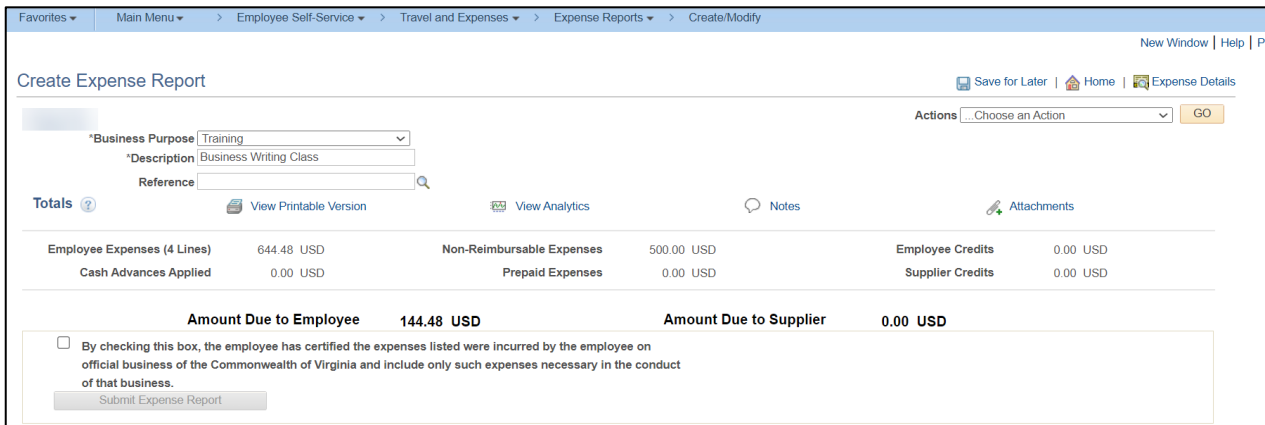
6. Click the **Expense Type** dropdown button and select the applicable expense type.



Step	Action																				
7.	Enter the description for the expense in the <b>Description</b> field. <div data-bbox="256 380 938 541" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>*Description</p> <p>* <input style="width: 350px; height: 25px;" type="text"/></p> <p>254 characters remaining</p> </div>																				
8.	Click the <b>Payment Type</b> dropdown button and select the applicable type of payment. <div data-bbox="256 632 730 772" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>*Payment Type</p> <p><input style="width: 250px; height: 25px;" type="text"/></p> </div>																				
	If the <b>Payment Type</b> field defaults to “Check”, go to Step 10.																				
9.	Select <b>Check</b> . <div data-bbox="256 974 711 1087" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><input style="width: 250px; height: 25px;" type="text" value="Check"/></p> </div>																				
	Check is the only value for this field.																				
10.	Enter the amount of the expense in the <b>Amount</b> field. <div data-bbox="256 1283 532 1430" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>*Amount</p> <p><input style="width: 150px; height: 25px;" type="text" value="0.00"/></p> </div>																				
11.	Click the <b>Non-Reimbursable</b> checkbox option. <div data-bbox="256 1520 639 1583" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><input type="checkbox"/> <b>Non-Reimbursable</b></p> </div>																				
12.	Make any adjustments to the ChartField values, if needed, in the <b>Accounting Details</b> section. <div data-bbox="256 1671 1430 1892" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>▼ Accounting Details <span style="float: right;">?</span></p> <p>Chartfields <span style="float: right;">[...]</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>SpeedType Key</th> <th>Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td><input style="width: 50px;" type="text"/></td> <td>15100</td> <td></td> <td>USD</td> <td>1.00000000</td> <td><input style="width: 50px;" type="text"/></td> <td><input style="width: 50px;" type="text" value="5012240"/></td> <td><input style="width: 50px;" type="text" value="01000"/></td> <td><input style="width: 50px;" type="text" value="737004"/></td> <td><input style="width: 50px;" type="text" value="95200"/></td> </tr> </tbody> </table> </div>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	<input style="width: 50px;" type="text"/>	15100		USD	1.00000000	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text" value="5012240"/>	<input style="width: 50px;" type="text" value="01000"/>	<input style="width: 50px;" type="text" value="737004"/>	<input style="width: 50px;" type="text" value="95200"/>
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Step	Action
	Although accounting details are entered for the non-reimbursable expense, when the Expense Report is posted, accounting entries are not posted for those expenses.
13.	Click the <b>Add a New Row (+)</b> button to add an additional row if needed.  <div style="border: 1px solid black; padding: 5px; display: inline-block;">   </div>
	Repeat Steps 5 – 13 until all expenses have been entered. Depending on the Expense Type, additional fields may be required.
14.	Click the <b>Summary and Submit</b> link at the top of the page.  <div style="border: 2px solid red; padding: 5px; display: inline-block;">  </div>


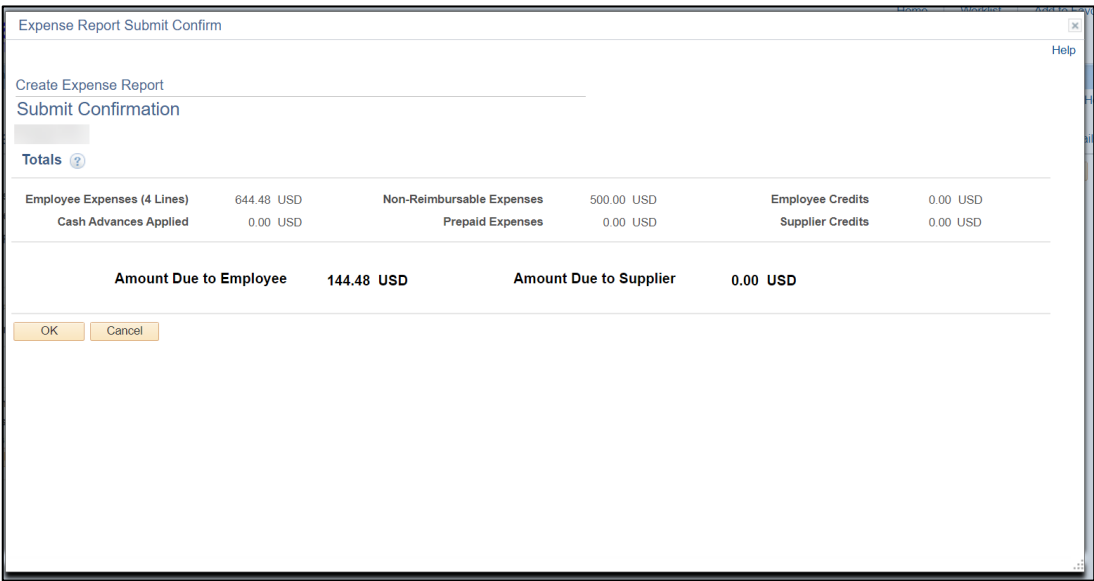
The **Create Expense Report** summary page refreshes.



<b>Employee Expenses (4 Lines)</b>		644.48 USD	<b>Non-Reimbursable Expenses</b>		500.00 USD	<b>Employee Credits</b>		0.00 USD
Cash Advances Applied		0.00 USD	Prepaid Expenses		0.00 USD	Supplier Credits		0.00 USD
<b>Amount Due to Employee</b>			<b>144.48 USD</b>			<b>Amount Due to Supplier</b>		
						<b>0.00 USD</b>		

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.

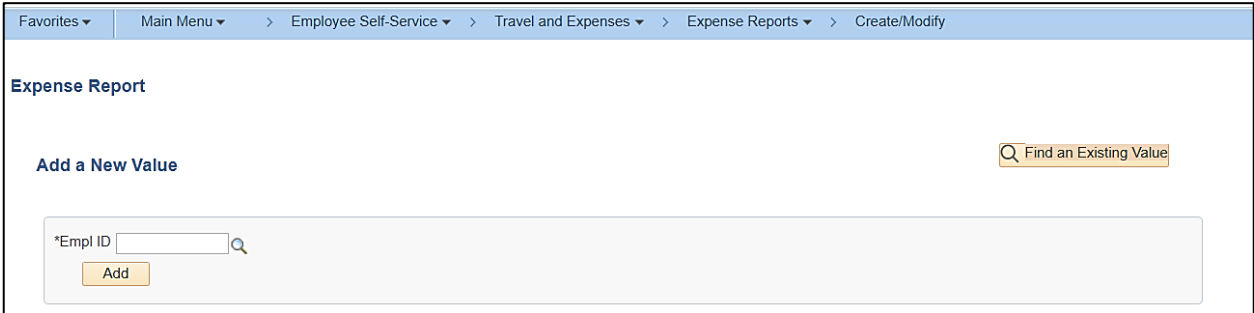



15.	Verify that the Non-Reimbursable Expenses are included in the <b>Employee Expenses</b> field but are not included in the <b>Amount Due to Employee</b> total.  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Employee Expenses (4 Lines)</b></td> <td>644.48 USD</td> <td colspan="2"><b>Non-Reimbursable Expenses</b></td> <td>500.00 USD</td> <td colspan="2"><b>Employee Credits</b></td> <td>0.00 USD</td> </tr> <tr> <td colspan="2">Cash Advances Applied</td> <td>0.00 USD</td> <td colspan="2">Prepaid Expenses</td> <td>0.00 USD</td> <td colspan="2">Supplier Credits</td> <td>0.00 USD</td> </tr> <tr> <td colspan="3"><b>Amount Due to Employee</b></td> <td colspan="3"><b>144.48 USD</b></td> <td colspan="3"><b>Amount Due to Supplier</b></td> </tr> <tr> <td colspan="3"></td> <td colspan="3"></td> <td colspan="3"><b>0.00 USD</b></td> </tr> </table> </div>	<b>Employee Expenses (4 Lines)</b>		644.48 USD	<b>Non-Reimbursable Expenses</b>		500.00 USD	<b>Employee Credits</b>		0.00 USD	Cash Advances Applied		0.00 USD	Prepaid Expenses		0.00 USD	Supplier Credits		0.00 USD	<b>Amount Due to Employee</b>			<b>144.48 USD</b>			<b>Amount Due to Supplier</b>									<b>0.00 USD</b>		
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16.	Click the <b>Certification</b> checkbox option.  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="checkbox"/> 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.   <input type="button" value="Submit Expense Report"/> </div>																																				

Step	Action
	The <b>Submit Expense Report</b> button is now enabled.
17.	<p>Click the <b>Submit Expense Report</b> button to submit the report.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <input checked="" type="checkbox"/> 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.           <div style="border: 2px solid red; display: inline-block; padding: 2px 10px; margin-top: 5px;">Submit Expense Report</div> </div>
<p>The <b>Submit Confirmation</b> page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>	
18.	<p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 2px solid red; display: inline-block; padding: 2px 10px; margin-right: 10px;">OK</div> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Cancel</div> </div>
19	<p>A message displays in red at the top of the page along with the Expense Report number indicating that the Expense Report has been submitted for approval.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="color: blue; margin: 0;">View Expense Report</p> <hr style="border: 0.5px solid gray;"/> <div style="border: 2px solid red; display: inline-block; padding: 2px 10px; margin: 5px 0;">Your expense report 0000421664 has been submitted for approval.</div> <p style="margin: 5px 0;"><b>Business Purpose</b> Training</p> <p style="margin: 5px 0;"><b>Description</b> Business Writing Class</p> </div>

### Entering Non-Reimbursable Expenses when Copying from a Travel Authorization

To copy a Travel Authorization into an Expense Report in Cardinal, the Travel Authorization must be entered, submitted and approved. Non-reimbursable expenses are not noted or tracked on the Travel Authorization in Cardinal. Once the expenses are copied into an Expense Report, the relevant expenses are marked as non-reimbursable at that time.


This section of the Job Aid provides the steps for copying a Travel Authorization into the Expense Report and marking the applicable expenses as Non-Reimbursable.

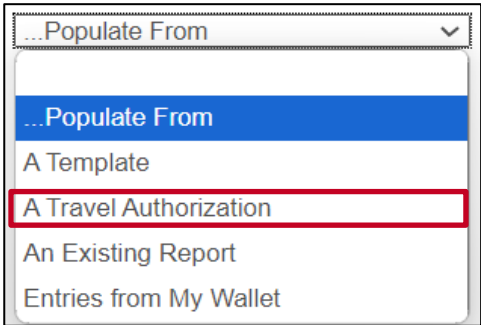
Step	Action
1.	Navigate to the <b>Expense Report</b> page using the following path: <b>Main Menu &gt; Employee Self Service &gt; Travel and Expense Center &gt; Expense Report &gt; Create/Modify</b>
<p>The <b>Expense Report Search</b> page displays with the <b>Add a New Value</b> page displayed by default.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	Enter or select the Employee ID in the <b>Empl ID</b> field. 
3.	Click the <b>Add</b> button. 

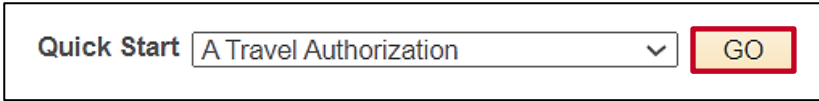


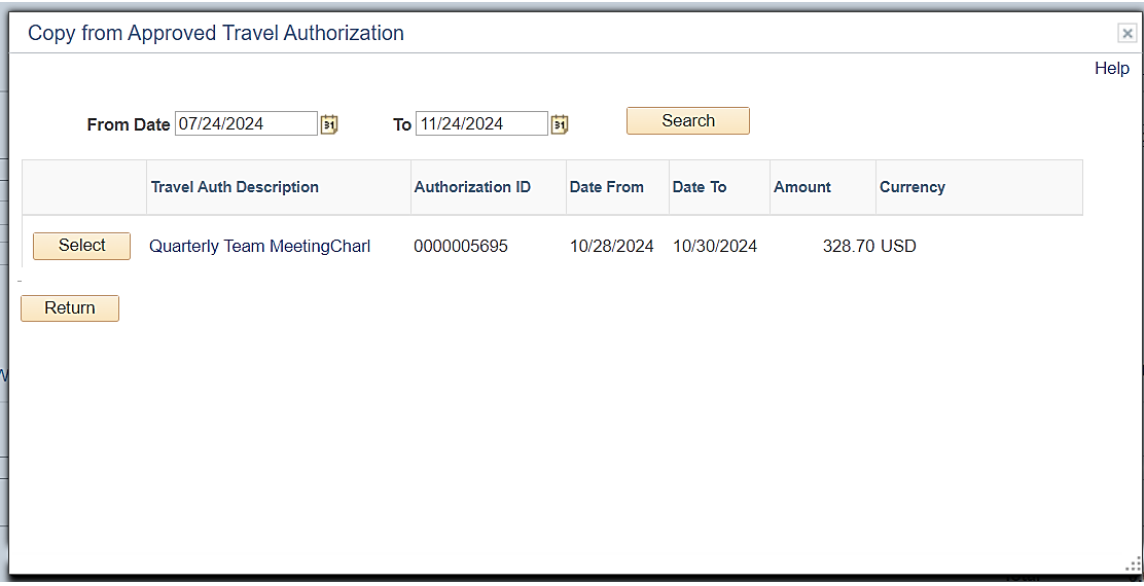

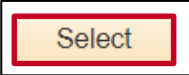
Step	Action
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The **Create Expense Report** page displays.

4.	<p>Click the <b>Quick Start ... Populate From</b> dropdown button.</p> 
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5.	<p>Click the <b>A Travel Authorization</b> list item.</p> 
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6.	<p>Click the <b>GO</b> button.</p> 
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Step	Action
	<p>The <b>Copy from Approved Travel Authorization</b> page displays in a pop-up window.</p> 
7.	<p>Adjust the <b>From Date</b> and <b>To Date</b> fields if needed.</p> 
8.	<p>Click the <b>Select</b> button next to the Travel Authorization that will be copied into the Expense Report.</p> 
9.	<p>Complete Steps 4-19 from the <a href="#">Entering Non-Reimbursable Expenses on the Expense Report</a> section of this Job Aid.</p>