

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.

Navigation Note: Please note that a **Notify** button may display at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
6/16/2025	Baseline



Cardinal Accounts Payable Job Aid AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Entering Non-Reimbursable Expenses on the Expense Report

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

Step	Action
1.	Navigate to the Expense Report page using the following path:
	Main Menu > Travel and Expenses > Expense Report > Create/Modify
The Ex	pense Report Create/Modify Add a New Value page displayed by default.
Favorites	Main Menu Travel and Expenses Expense Report Create/Modify
Expense	Report
Add a	New Value
*Em	Add
i	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 Job Aids under Learning .
2.	Enter or select the Employee ID in the Empl ID field.
	*Empl ID
3.	Click the Add button.
	Add



Step	Action		
The Create Expense Report page displays.			
Favorites -	Main Menu		
Create Ex	pense Report 🔄 Save for Later 🗟 Summary and Submit		
	Quick Start		
*E	eport Description Default Location Q		
	Reference		
Expenses			
Expand All	Collapse All Add: E My Wallet (0) 🖗 Quick-Fill Total 0.00 USD		
	*Date *Expense Type Description *Payment Type *Amount *Currency Image: State and the st		
Expand All 1	Collance All		
Expand Air	Collapse All Total 0.00 USD		
4.	Complete the required fields in the Header section of the page.		
	Favorites • Main Menu • > Travel and Expenses • > Expense Report • > Create/Modify		
	New Window Help Personalize Page		
	Create Expense Report		
	*Business Purpose Default Location Q		
	'Report Description		
A	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 Expanses section and then enter or select the date for the registration foe in the		
5.	Date field.		
	*Date		
	31		
6.	Click the Expense Type dropdown button and select the applicable expense type.		
	*Expense Type		
	×		



Step	Action
7.	Enter the description for the expense in the Description field.
	*Description * 254 characters remaining
8.	Click the Payment Type dropdown button and select the applicable type of payment. *Payment Type ✓
i	If the Payment Type field defaults to "Check", proceed to Step 10.
9.	Select Check.
i	Check is the only value for this field.
10.	Enter the amount of the expense in the Amount field. *Amount 0.00
11.	Click the Non-Reimbursable checkbox option.
12.	Make any adjustments to the ChartField values, if needed, in the Accounting Details section.



Step	Action
i	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 Add a New Row (+) button to add an additional row if needed.
1	Repeat Steps 5 – 13 until all expenses have been entered. Depending on the Expense Type , additional fields may be required.
14.	After all expenses are entered and the distributions verified, click the Summary and Submit link at the top of the page.
The Cr	eate Expense Report summary page refreshes and displays the Summary and Submit page.

							New Window Help Persor
eate Exp	pense Report					🔜 Save for Later 🖁	Expense Details
*Ві	usiness Purpose Train	ling	>		Actions Choose a	an Action	✓ GO
	Reference	less writing Course	Q				
Totals 🕐		View Printable Version	Wiew Analytics	⊘ Notes	<i>∦</i> ₊ Att	tachments	
Employee	Expenses (4 Lines)	685.00 USD	Non-Reimbursable Expenses	500.00 USD	Employee Credits	0.00 USD	
Cash	h Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
By c offic of th	Amou checking this box, the cial business of the Co hat business.	Int Due to Employee employee has certified the e mmonwealth of Virginia and	185.00 USD xpenses listed were incurred by the employe include only such expenses necessary in th	Amount Due to Supplier	0.00 USD		
By c offic of th S	Amou checking this box, the cial business of the Co hat business. Submit Expense Report	Int Due to Employee employee has certified the e mmonwealth of Virginia and	185.00 USD xpenses listed were incurred by the employe include only such expenses necessary in th	Amount Due to Supplier ee on le conduct	0.00 USD		
By c offic of th 5.	Amou checking this box, the cial business of the Co hat business. Submit Expense Report Verify that are not ir	Int Due to Employee employee has certified the e mmonwealth of Virginia and at the Non-R ncluded in th	185.00 USD xpenses listed were incurred by the employe include only such expenses necessary in the Reimbursable Expense are Amount Due to	Amount Due to Supplier se on le conduct nses are included Employee total.	0.00 USD	oyee Exp	enses field
5.	Amou checking this box, the cial business of the Co hat business. Submit Expense Report Verify that are not ir Employee Exp	Int Due to Employee employee has certified the e mmonwealth of Virginia and at the Non-R ncluded in th benses (4 Lines) 685	185.00 USD xpenses listed were incurred by the employe include only such expenses necessary in th Reimbursable Expen- te Amount Due to Non-Reimbur	Amount Due to Supplier ee on le conduct nses are included Employee total.	0.00 USD in the Emplo	Dyee Exp	enses field
By c offic of th 5.	Amou checking this box, the cial business of the Co hat business. Submit Expense Report Verify that are not in Employee Exp Cash Ac	Int Due to Employee employee has certified the e mmonwealth of Virginia and at the Non-R ncluded in th penses (4 Lines) 685 vances Applied 0	185.00 USD xpenses listed were incurred by the employe include only such expenses necessary in th Reimbursable Expen- te Amount Due to 100 USD Non-Reimbur 200 USD Pr	Amount Due to Supplier ee on ee conduct nses are included Employee total.	0.00 USD	Dyee Exp	penses field



Step	Action	
16.	Click the Certification checkbox option.	
	 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 	
i	The page refreshes and the Submit Expense Report button is now enabled.	
17.	Click the Submit Expense Report button to submit the report.	
	 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 	
The Su	Ibmit Confirmation page displays in a pop-up window.	
	Expense Report Submit Confirm Create Expense Report Submit Confirmation Totals 😨	ill
	Employee Expenses (4 Lines) 685.00 USD Non-Reimbursable Expenses 500.00 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 185.00 USD Amount Due to Supplier 0.00 USD	
	OK Cancel	
18.	Click the OK button.	
	OK Cancel	



Step	Action
19	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.
	View Expense Report Your expense report 0000421664 has been submitted for approval. Business Purpose Training Description Business Writing Class

Entering Non-Reimbursable Expenses when Copying from a Travel Authorization

To create an Expense Report by copying from a Travel Authorization 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 Expense Report page using the following path:
	Main Menu > Travel and Expenses > Expense Report > Create/Modify

The Expense Report Search page displays with the Add a New Value page displayed by default.

Favorites	Main Menu → Travel and Expenses → Expense Report → Create/Modify
Expense	Report
Add a	a New Value
*Emj	pl ID Q Add
A	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 **Job Aids** under **Learning**.



Accounts Payable Job Aid

Step	Action
2.	Enter or select the Employee ID in the Empl ID field.
	*Empl ID
3.	Click the Add button.
TI Q	
	eate Expense Report page displays.
Favorites -	Main Menu
Create Ex	spense Report
	Quick StartPopulate From V GO
*E	Business Purpose Default Location Q
	Reference Q
Expanses	
Expenses Expand All	Collapse All Add: Image: Big My Wallet (0) Image: Specified and Spec
	*Date *Expense Type Description *Payment Type *Amount *Currency
	254 characters remaining
Expand All	Collapse All Total 0.00 USD
4.	Click the Quick Start Populate From dropdown button.
	Quick Start Populate From
5.	Click the A Travel Authorization list item.
	Populate From V
	Populate From
	A Template
	A Travel Authorization
	An Existing Report
	Entries from My Wallet



Step	Action	
6.	Click the GO button.	
	Quick Start A Travel Authorization	
The Copy from Approved Travel Authorization page displays in a pop-up window.		
	Copy from Approved Travel Authorization	
-	Help	
	Travel Auth Description Authorization ID Date From Date To Amount Currency	
	Select PM Conference 0000005696 06/17/2025 06/17/2025 898.25 USD	
	Return	
а	2.	
7.	Adjust the From Date and To Date fields if needed.	
	From Date 03/16/2025 To 07/16/2025 Search	
i	If the From Date and To Date fields are updated, the Search button must be clicked for the list Search results to update.	
8.	Click the Select button next to the Travel Authorization that will be copied into the Expense Report.	
	Select	



Step	Action	
The selected Travel Authorization information populates the applicable fields on the Header and Expense lines section of the Create Expense Report Page .		
	Pavones Inavoi and Expenses Inavoi Autoritzation	
	Create Expense Report 🕞 Save for Later 🛃 Summary and Submit	
	*Business Purpose Conference Default Location Charlottesville (City of/Alb) Charlottesville (City of/Alb) GO *Report Description PM Conference Authorization ID 0000056666 Reference Charlottesville (City of/Alb) Charlottesville (City of/Alb)	
	Expenses @ Expenses @ Expand All Collepse All Add: My Wallet (0) Ø Quick-Fill Total 898.25 USD	
	*Date *Expense Type *Description *Payment Type *Amount *Currency ©6/17/2025 IF All Meals - Travel Day *all meals Image: Check 56.25 USD Image: Check	
	*Billing Type Billable Image: Receipt Split <	
	Chartfields [TTT])	
	Amount GL Unit Monetary Amount Currency Rate SpeedType Key Account Fund Program Department	
	26.29 19100 26.29 USU 1.0000000 Q 9012880 Q 10000 Q 13004 Q 19200	
i	Add additional lines and/or make any updates to the information that populates as applicable.	
9.	Complete Steps 4-19 from the <u>Entering Non-Reimbursable Expenses on the Expense Report</u> section of this Job Aid.	