



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 a third party.

Employees are only entitled to reimbursement for travel expenses they actually incur themselves. Direct billings to their Agency, another third party, or prepaid fees are not reimbursable to employees.

These expense items are treated as non-reimbursable expenses on the 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. Therefore, 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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Accounts Payable Job Aid

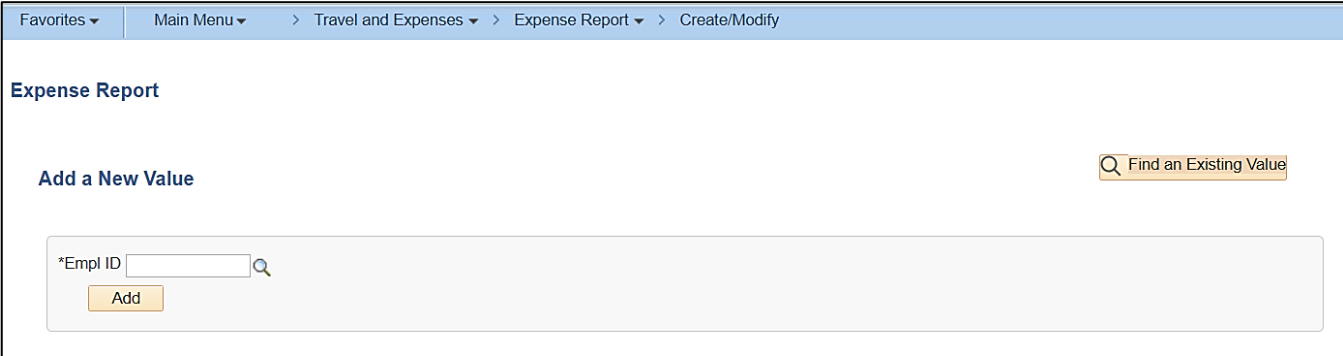



AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Revision History

Revision Date	Summary of Changes
6/16/2025	Baseline.

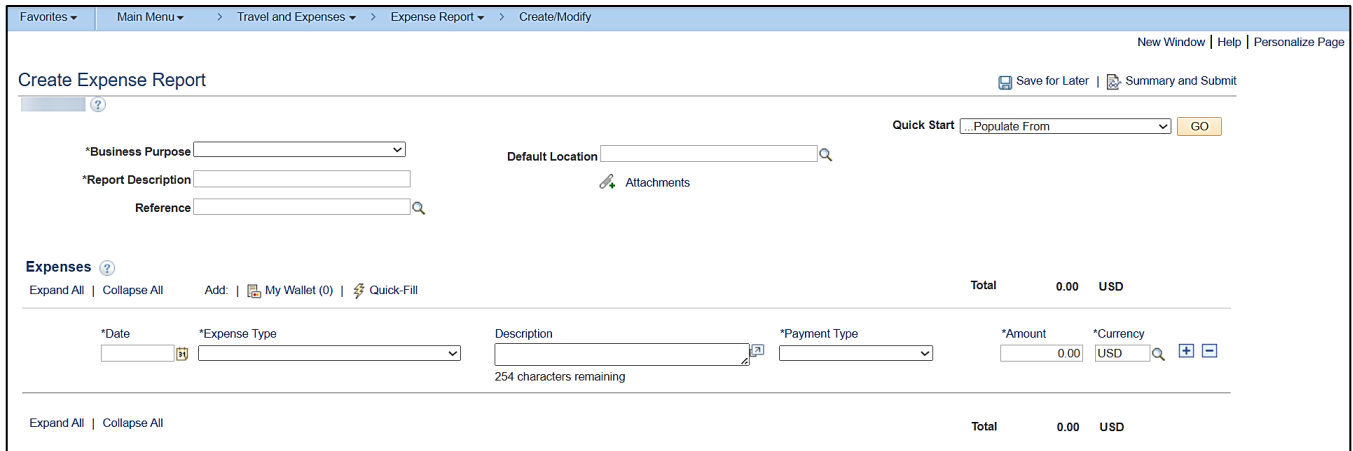
Entering Non-Reimbursable Expenses on the Expense Report

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.

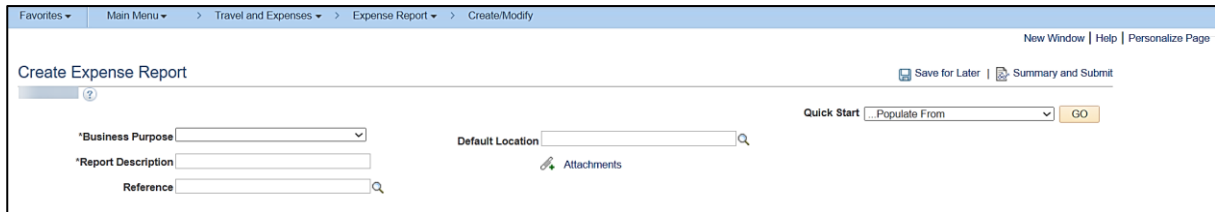
Step	Action
1.	Navigate to the Expense Report page using the following path: Main Menu > Travel and Expenses > Expense Report > Create/Modify
<p>The Expense Report Add a New Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview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

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

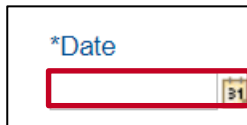


- Complete the required fields in the **Header** section of the page.

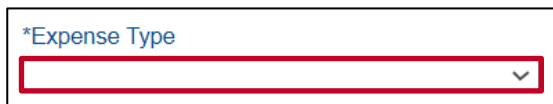




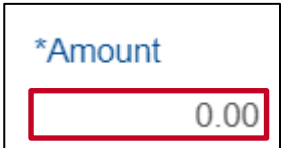

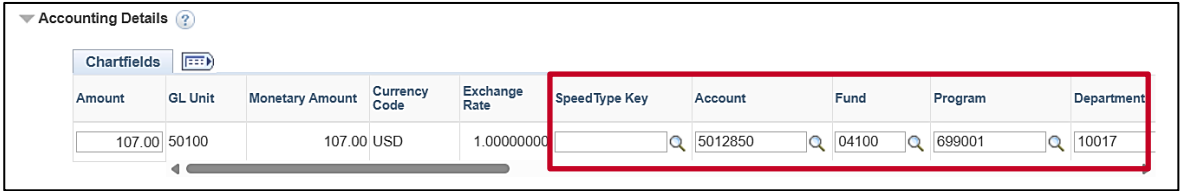




In this scenario, the employee attended a Business Writing training session and the registration fee was prepaid by the Agency. While the registration fee is not being reimbursed to the employee, it needs to be included on the Expense Report for tracking and approval purposes.


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



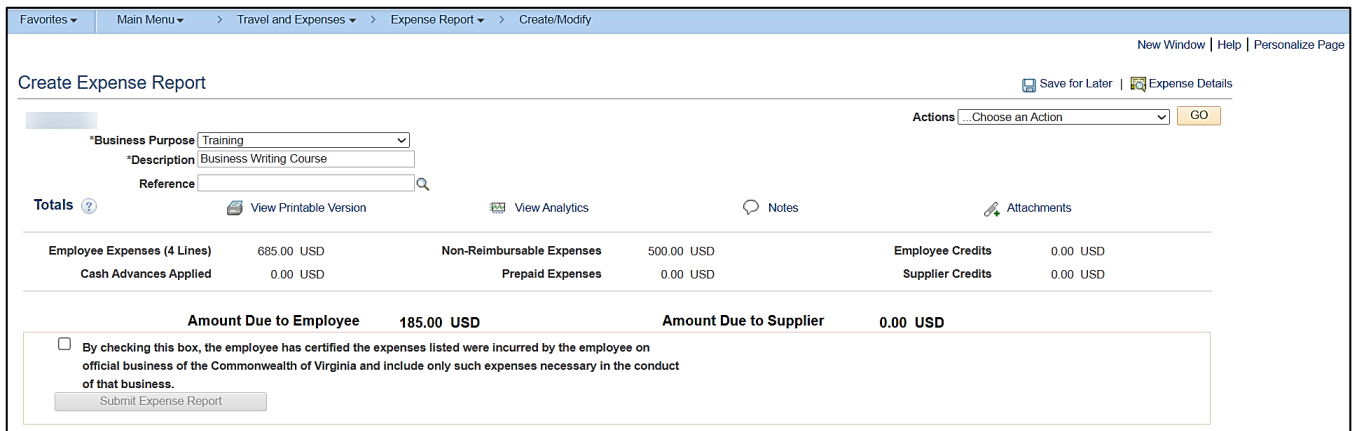
- Click the **Expense Type** dropdown button and select the applicable Expense Type.



Step	Action																				
7.	<p>Enter the description for the expense in the Description field (maximum of 254 characters).</p> 																				
8.	<p>If the Payment Type field does not default to “Check”, click the Payment Type dropdown button and select “Check” (only available option).</p> 																				
9.	<p>Enter the amount of the expense in the Amount field.</p> 																				
10.	<p>Click the Non-Reimbursable checkbox option.</p> 																				
11.	<p>Make any adjustments to the ChartField values in the Accounting Details section as needed.</p>  <table border="1" data-bbox="316 1396 1404 1491"> <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>107.00</td> <td>50100</td> <td>107.00</td> <td>USD</td> <td>1.00000000</td> <td></td> <td>5012850</td> <td>04100</td> <td>699001</td> <td>10017</td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	107.00	50100	107.00	USD	1.00000000		5012850	04100	699001	10017
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107.00	50100	107.00	USD	1.00000000		5012850	04100	699001	10017												
	<p>Although accounting details are entered for the non-reimbursable expense, when the Expense Report is posted, accounting entries are not posted for non-reimbursable expenses.</p>																				
12.	<p>Click the Add a New Row (+) button to add an additional row if needed.</p> 																				
	<p>Repeat Steps 5 – 12 until all expenses have been entered. Depending on the Expense Type, additional fields may be required.</p>																				

Step	Action
13.	<p>After all expenses are entered and the distributions verified, click the Summary and Submit link at the top of the page.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;">  </div>


The **Create Expense Report Summary and Submit** page displays.



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	

14.	<p>Verify that the Non-Reimbursable expenses are included in the Employee Expenses field but are not included in the amount displayed in the Amount Due to Employee field.</p> <div style="border: 1px solid red; padding: 5px;"> <table border="1"> <tr> <td>Employee Expenses (4 Lines)</td> <td>685.00 USD</td> <td>Non-Reimbursable Expenses</td> <td>500.00 USD</td> <td>Employee Credits</td> <td>0.00 USD</td> </tr> <tr> <td>Cash Advances Applied</td> <td>0.00 USD</td> <td>Prepaid Expenses</td> <td>0.00 USD</td> <td>Supplier Credits</td> <td>0.00 USD</td> </tr> <tr> <td colspan="2">Amount Due to Employee</td> <td colspan="2">185.00 USD</td> <td colspan="2">Amount Due to Supplier</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">0.00 USD</td> </tr> </table> </div>	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	
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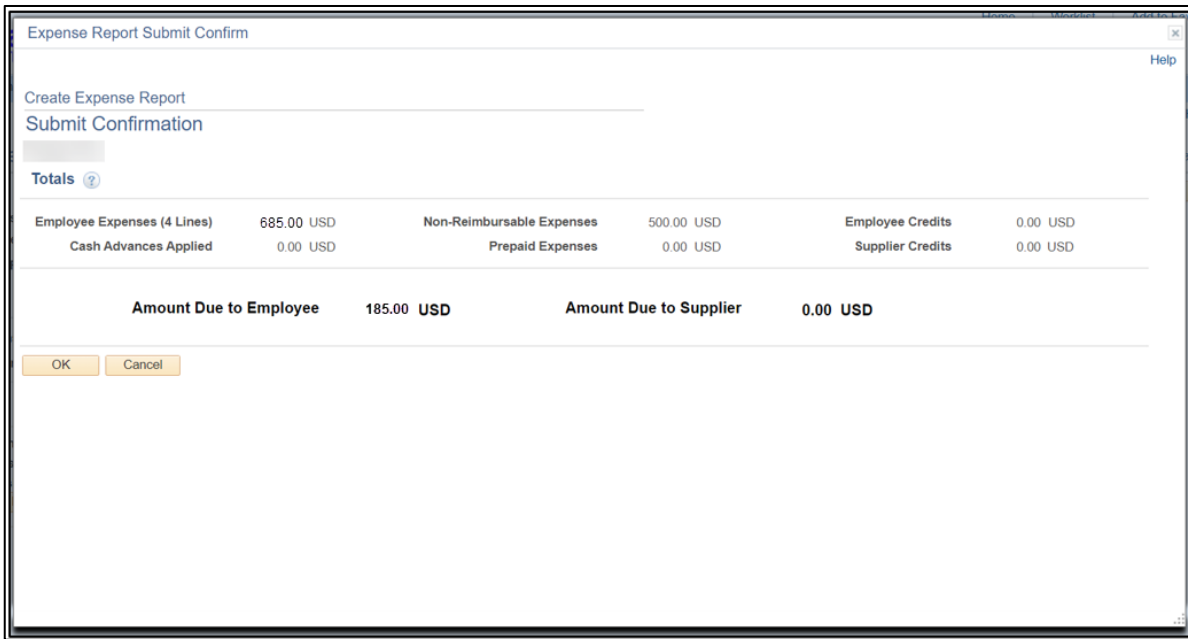
15.	<p>Click the Certification Statement checkbox option.</p> <div style="border: 1px solid red; padding: 5px;"> <input type="checkbox"/> By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 5px;">Submit Expense Report</div> </div>
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	The Submit Expense Report button is now enabled.
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16.	<p>Click the Submit Expense Report button to submit the Expense Report.</p> <div style="border: 1px solid red; padding: 5px;"> <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: 1px solid red; padding: 2px; width: fit-content; margin-top: 5px;">Submit Expense Report</div> </div>
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Step	Action
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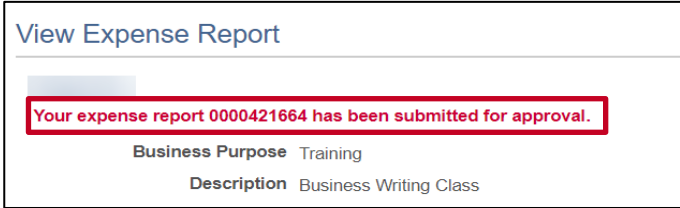
The **Create Expense Report Submit Confirmation** page displays in a pop-up window.



17.	Click the OK button.
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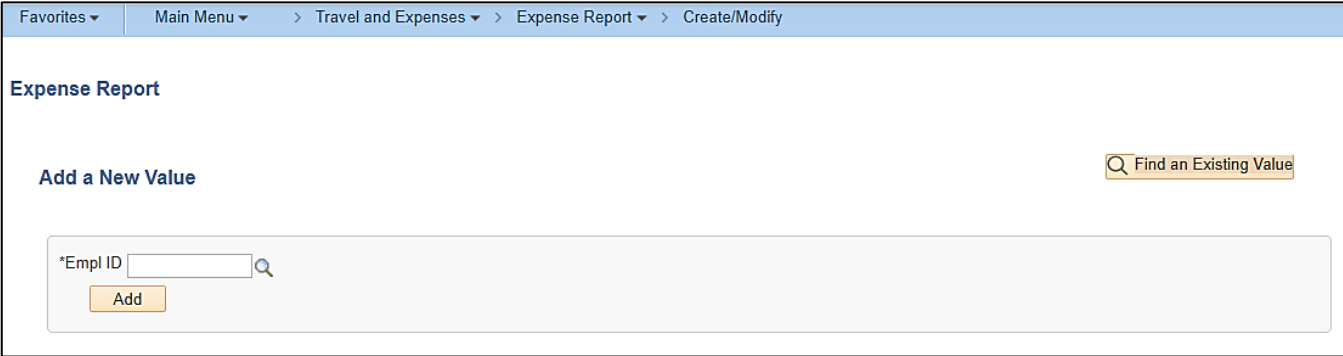



18.	A message displays in red at the top of the page along with the Expense Report ID Number indicating that the Expense Report has been submitted for approval.
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Entering Non-Reimbursable Expenses when Copying from a Travel Authorization

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 the 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
<p>The Expense Report Add a New Value page displays.</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 Job Aids under Learning .
2.	Enter or select the applicable Employee ID in the Empl ID field. 
3.	Click the Add button. 



Accounts Payable Job Aid

AP315_Entering Non-Reimbursable Expenses (VDOT Only)

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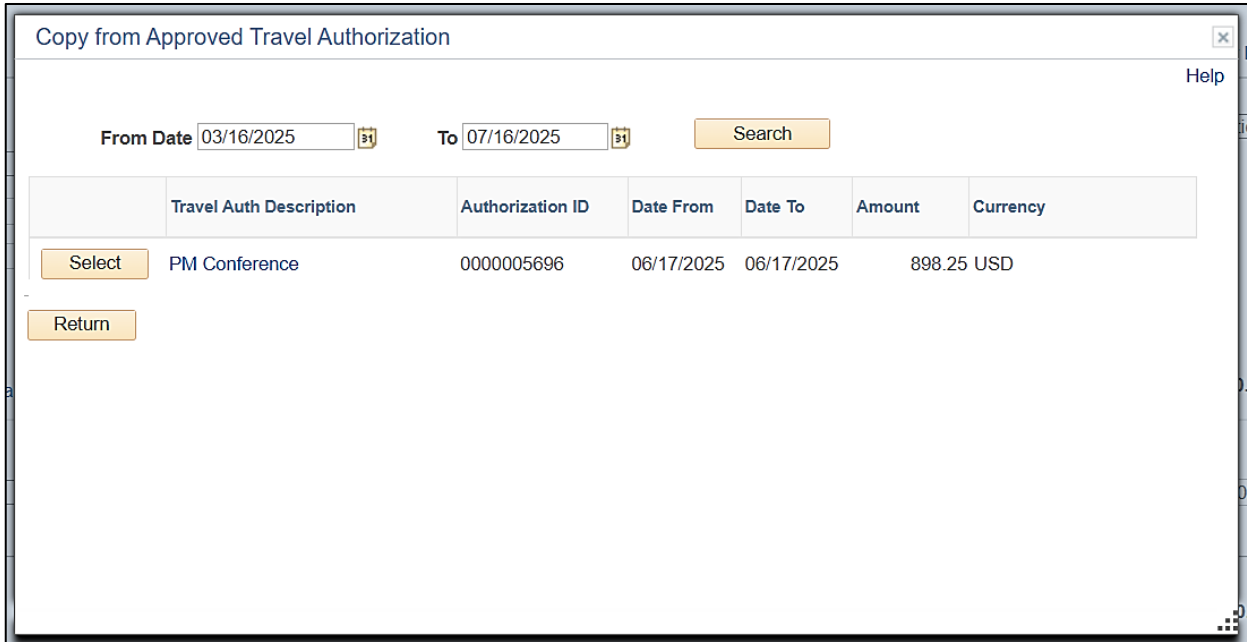
The **Create Expense Report** page displays.


4. Click the **Quick Start** dropdown button and select the “A Travel Authorization” list item.


5. Click the **GO** button.

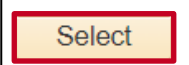
Step	Action
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The **Copy from Approved Travel Authorization** page displays in a pop-up window.



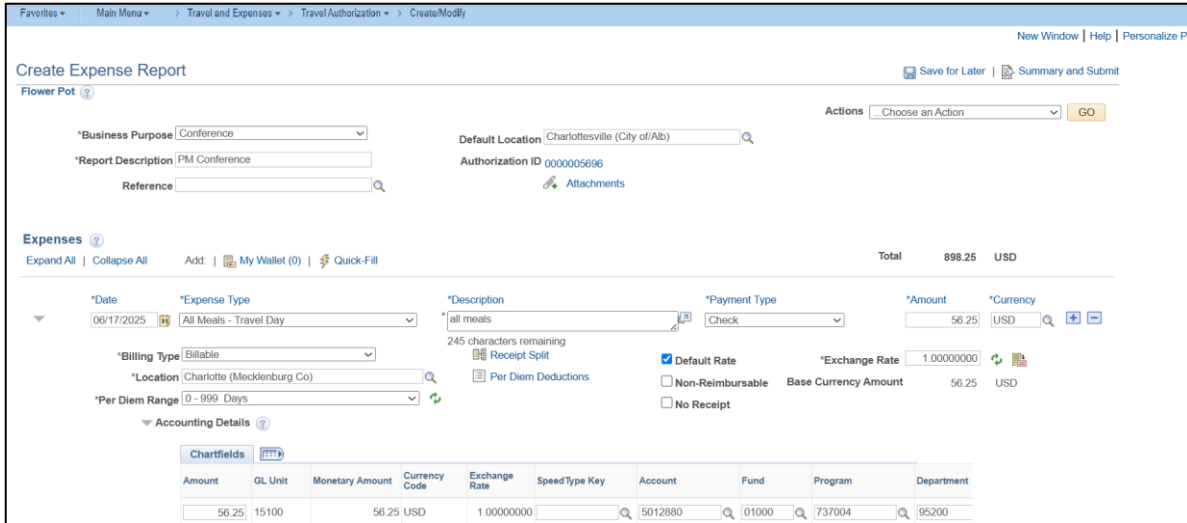
6.	<p>Adjust the From Date and To Date fields as needed.</p> 
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	<p>If the From Date and To Date fields are updated, the Search button must be clicked to update the search results.</p>
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7.	<p>Click the Select button for the Travel Authorization that will be copied into the Expense Report.</p> 
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Step	Action
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The information from the selected Travel Authorization populates the applicable fields in the **Header** and **Expenses** sections of the **Create Expense Report** page.




Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/17/2025	All Meals - Travel Day	*all meals	Check	56.25	USD

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
56.25	15100	56.25 USD		1.00000000		5012880	01000	737004	95200

	Add additional Lines and/or make any updates to the information that populates as applicable.
8.	Complete Steps 5-18 from the Entering Non-Reimbursable Expenses on the Expense Report section of this Job Aid.