

Creating and Managing Expense Reports Overview

In Cardinal, all non-salaried payments to Agency employees are made through the Expenses module. An Employee Profile must exist for an employee prior to an employee being reimbursed.

Employee Profile information is automatically created from data entered in Cardinal Human Capital Management (HCM). The profile contains important organization data such as the employee's Business Unit, Department, default charge distribution ChartFields, and banking information. Employee address changes must be done in Cardinal HCM. The address change will update to the Employee Profile overnight.

If updates are required to the Employee Profile, they can be made by users with the Travel Expenses Sync Processor (V_AP_TE_SYNC_PROCESSOR) role.

The **Supervisor Information** section on the Employee Profile populates based on the **Reports To** field on the employee's **Job Data** page in Cardinal HCM. If an Agency does not want the person in the **Reports To** position to serve as the expense approver, a Help Desk ticket must be submitted to bypass the routing process. Help Desk tickets are submitted to vccc@vita.virginia.gov and include "Cardinal AP" in the subject line.

For details regarding the changes that can be made on an Employee Profile, see the Job Aid titled **AP316_Updating an Employee Expense Profile**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Expense users must be set up as a Proxy to enter, update, and view expense transactions for themselves or other employees. A Proxy is not a security role and does not require a security form. Work with an Agency user with the Travel Expenses Sync Processor (V_AP_TE_SYNC_PROCESSOR) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315_Authorizing a Proxy for an Employee** for details on adding a Proxy. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Cardinal is configured with expense allowances for lodging, meals, and mileage rates and validates entries on expense transactions.

Required expense fields are determined based on the Expense Type that is entered. See the Job Aid titled **AP315A Expense Type Coding – Online Agency** to see a list of all of the Expense Types configured in Cardinal and the required fields and account coding for each. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

When an employee terminates, expense transactions can be entered and processed for up to 30 days after the termination date.

Navigation Note: Please note that there may be a **Notify** button 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.



Table of Contents

Revision History	3
Creating an Expense Report	4
Copying Expense Lines when Creating an Expense Report	17
Creating an Expense Report from an Existing Expense Report	24
Updating the Default Accounting ChartFields for an Expense Report.....	30
Creating an Expense Report from an Approved Travel Authorization.....	37
Applying an Approved Cash Advance to an Expense Report.....	43
Appendix.....	49
Allowed Extensions on Attachments in Cardinal.....	49



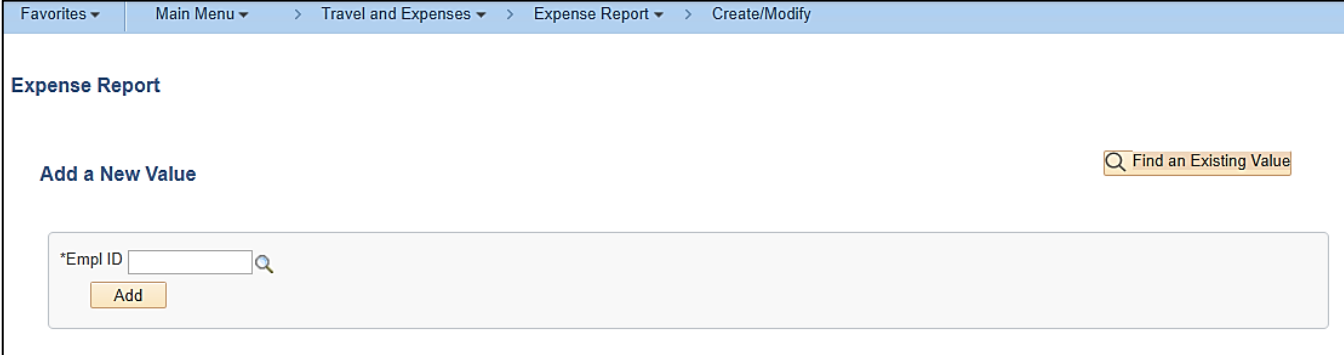




Accounts Payable Job Aid

AP315_Creating and Managing Expense Reports (VDOT Only)

Revision History

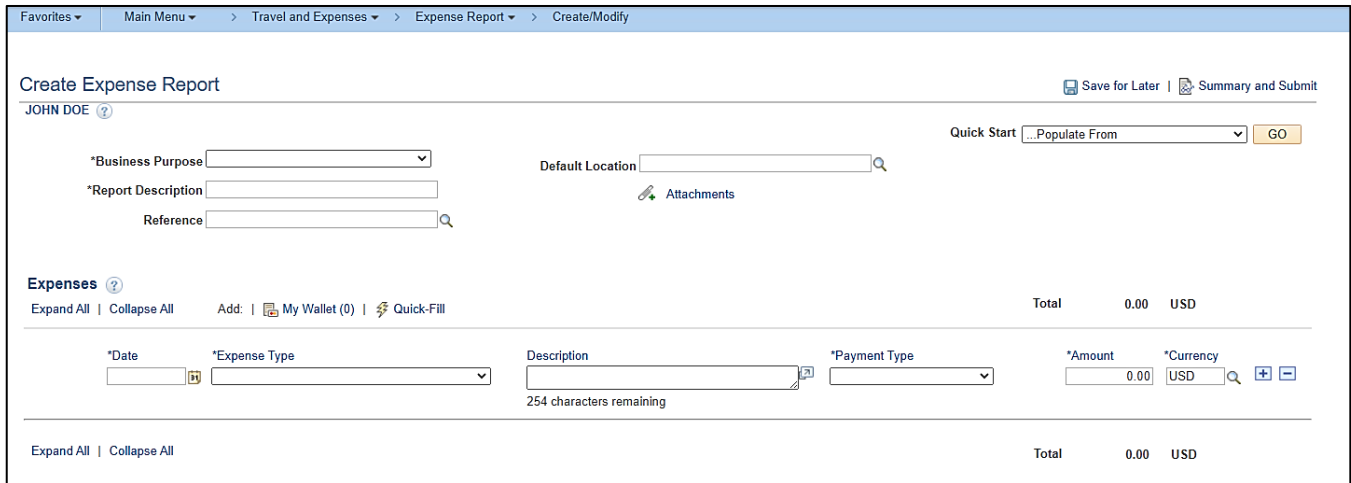
Revision Date	Summary of Changes
9/26/2025	Baseline.

Creating an Expense Report

Step	Action
1.	Navigate to the Expense Report page using the following path: Main Menu > Expense Expenses > Expense Reports > 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 employee’s Employee ID in the Empl ID field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Add button. 

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




The **Quick Start** menu can be used to create an Expense Report using any one of the following:

- **A Template** - See the Job Aid titled **AP315_Creating an Expense Template** located on the Cardinal website in **Job Aids** under **Learning** for details
- **A Travel Authorization** - This process is covered in the [Creating an Expense Report from an Approved Travel Authorization](#) section of this Job Aid
- **An Existing Report** – This process is covered in the [Creating an Expense Report from an Existing Expense Report](#) section of this Job Aid
- **Entries from My Wallet** – not used in Cardinal

4. Click the **Business Purpose** dropdown button to select the purpose of the Expense Report.











5. Enter a description for the Expense Report in the **Description** field.










This field allows up to 30 characters (including spaces).


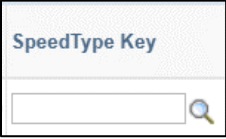
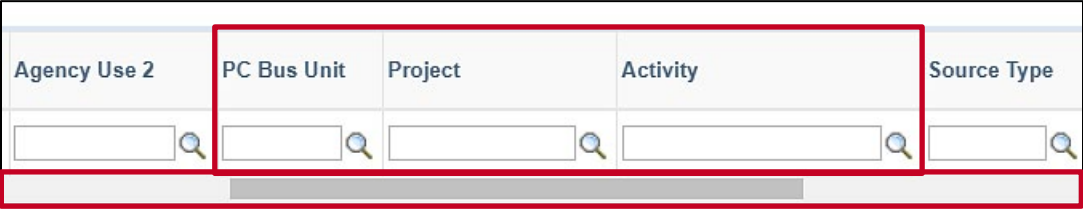


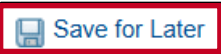
6. Click the **Default Location Look up** icon and select the applicable location.



Step	Action
	<p>While this field is not required, it is recommended to complete as it populates on Lines that require location.</p> <p>If the location is not listed, select the “In State Standard” or “Out of State Standard” option as applicable.</p>
	<p>The Reference field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field.</p> <div data-bbox="261 638 878 695" style="border: 1px solid black; padding: 2px;"> Reference <input style="width: 250px;" type="text"/>  </div>
7.	<p>Click the Attachments link to add documents/receipts as applicable.</p> <div data-bbox="261 783 472 835" style="border: 1px solid black; padding: 2px;">  Attachments </div>
	<p>See the Appendix section of this Job Aid for a list of allowed extensions that can be used as attachments in Cardinal.</p>
8.	<p>Click the Date Calendar icon and select the applicable date for the expense.</p> <div data-bbox="261 1035 469 1136" style="border: 1px solid black; padding: 2px;"> *Date <input style="width: 100px;" type="text"/>  </div>
9.	<p>Click the Expense Type dropdown button and select the applicable Expense Type.</p> <div data-bbox="261 1224 823 1325" style="border: 1px solid black; padding: 2px;"> *Expense Type <input style="width: 100%; border-bottom: 1px solid black;" type="text"/>  </div>
	<p>For a list of the Expense Types, see the Job Aid titled AP315A_Expense Type Coding – Online Agency. This Job Aid is located on the Cardinal Website in Job Aids under Learning. It provides the following:</p> <ul style="list-style-type: none"> • List of Expense Types configured in Cardinal • Description of each Expense Type • Additional required fields that display for each Expense Type • The Default ChartField Account code for each Expense Type <p>Once the Expense Type is selected, the required fields display on the Expense Line as applicable.</p>

Step	Action
10.	Enter a description for the expense in the Description field. <div data-bbox="261 422 878 562" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Description</p> <p>* <input style="width: 300px; height: 20px;" type="text"/></p> <p>254 characters remaining</p> </div>
	This field holds a maximum of 254 characters including spaces and will count down the remaining characters as an entry is made.
11.	Click the Payment Type dropdown button and select “Check” if this field does not default to “Check”. <div data-bbox="261 795 597 894" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Payment Type</p> <p><input style="width: 150px; height: 20px;" type="text"/></p> </div>
	“Check” is the only option for this field.
12.	Enter the anticipated amount for the expense in the Amount field. <div data-bbox="261 1094 464 1205" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Amount</p> <p><input style="width: 100px; height: 20px;" type="text" value="0.00"/></p> </div>
	Depending on the Expense Type selected, this field may not require entry as a configured value populates automatically. For meals or per diem incidentals, the value in this field auto populates if the Per Diem Range field value defaults.
	The Billing Type field defaults as “Billable” and cannot be changed. <div data-bbox="261 1478 604 1524" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Billing Type <input style="width: 100px; height: 20px;" type="text" value="Billable"/></p> </div>
13.	Click the Location Look up icon and select the applicable location for the expense if it does not default or if the default value needs to be changed. <div data-bbox="261 1646 967 1703" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Location <input style="width: 350px; height: 20px;" type="text"/></p> </div>

Step	Action
	<p>The Location field is required and defaults to the value that was selected in the Default Location field in the Header section if it was entered.</p> <p>If a different location is required for the expense, update as applicable.</p> <p>If the location is not listed, select the “In State Standard” or “Out of State Standard” option as applicable.</p>
14.	<p>Click the Per Diem Range dropdown button and select “0-999” if this value does not default (not applicable for all Expense Types).</p> <div data-bbox="261 684 1068 747" style="border: 1px solid #ccc; padding: 5px;"> <p>*Per Diem Range <input type="text" value="0-999"/> </p> </div>

Step	Action
	<p>SpeedTypes can be used to auto-populate ChartFields when the default accounting distribution needs to be updated. To use a SpeedType, enter or select it in the SpeedType Key field. Once the SpeedType field is populated, additional ChartFields may need to be entered in order to complete the distribution as applicable.</p> <p>To see SpeedTypes that have been set up at the user's Agency, run the APY0005_SPEEDCHARTS query.</p> 
17.	<p>Scroll over to the right as needed and complete the PC Bus Unit, Project, and Activity fields when the expense is being charged to a Project.</p> <p>If the expense is not being charged to a Project, continue to the next Step.</p> 
	<p>The PC Bus Unit field must be completed first in order to enable Projects for the Business Unit. All three fields (PC Bus Unit, Project, and Activity) must be completed when charging to a Project.</p>
18.	<p>If additional expenses need to be entered, click the Add a New Row icon.</p> 
19.	<p>Repeat Steps 8-18 until all anticipated expenses have been entered.</p>
20.	<p>If the Expense Report is ready for submission, proceed to Step 28. If the Expense Report is not ready for submission, continue to the next Step.</p>
21.	<p>Click the Save for Later link at the top of the page.</p> 



Accounts Payable Job Aid

AP315_Creating and Managing Expense Reports (VDOT Only)

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

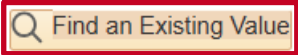


A message displays at the top of the page with the Expense Report ID Number and the status of "Pending".

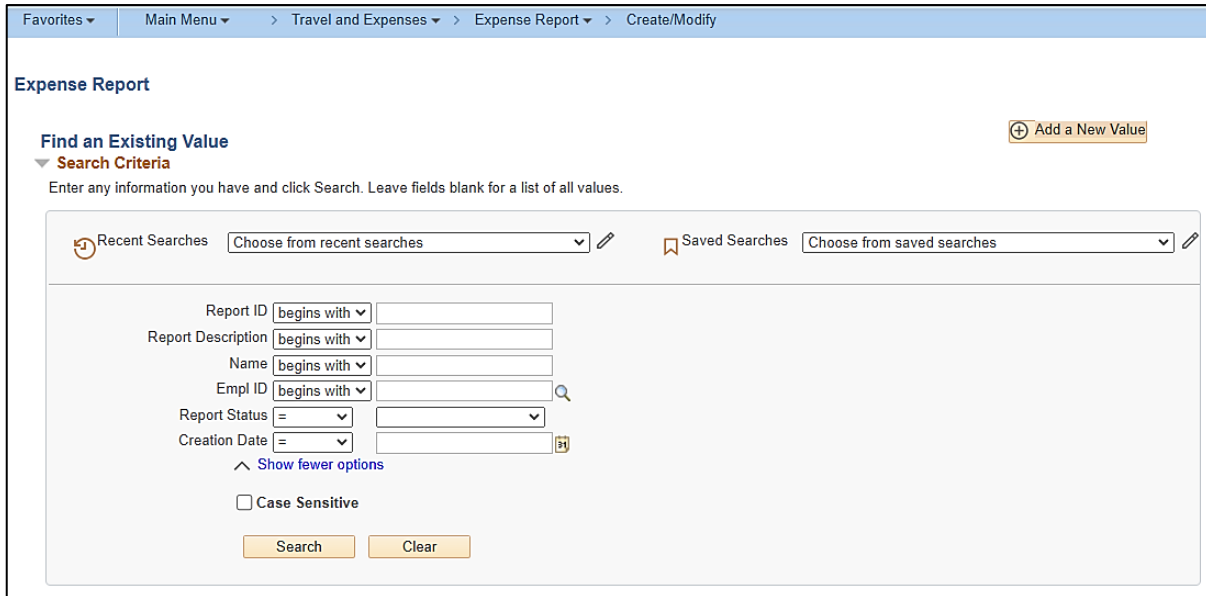
Report 0000449602 Pending


22.	To access the Expense Report after it has been saved, navigate to the Expense Report page using the following path: Main Menu > Travel and Expenses > Expense Reports > Create/Modify
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The **Add a New Value** page displays.

Step	Action
23.	Click the Find an Existing Value button. 

The **Expense Report Find an Existing Value Search** page displays.

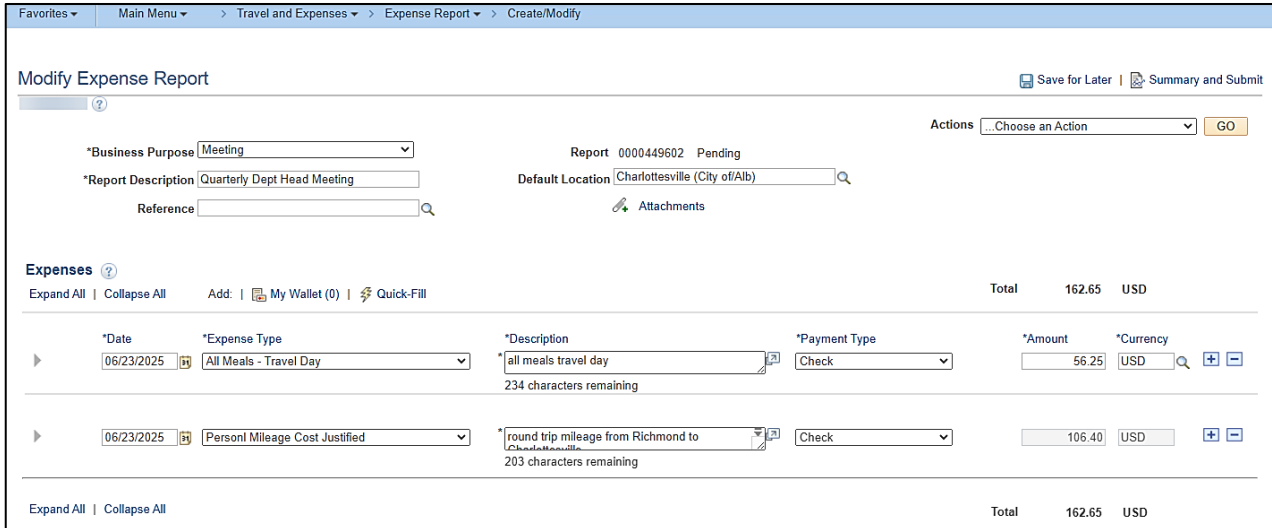


24.	Enter the applicable Expense Report ID Number in the Report ID field. 
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25.	Click the Search button. 
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Step	Action
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The **Modify Expense Report** page displays.




26. Click the **Expand All** link to view the details for each Line.

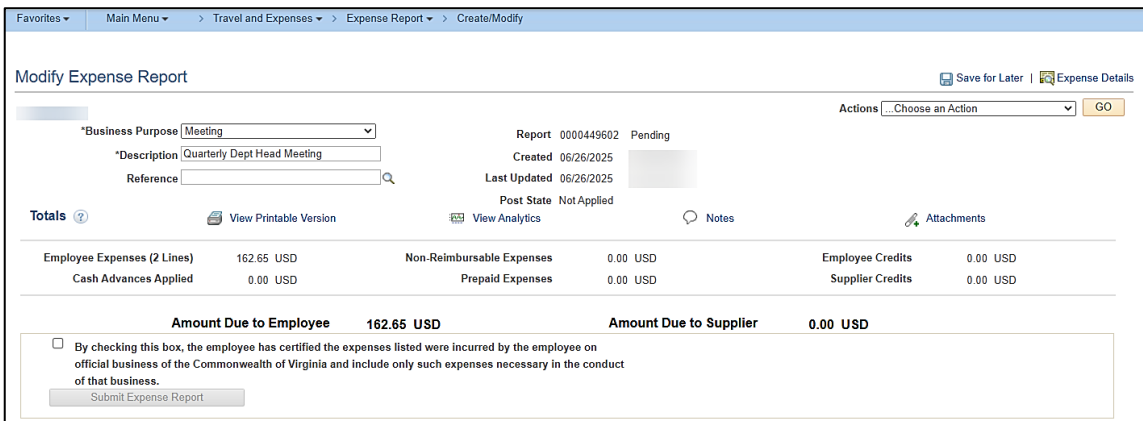



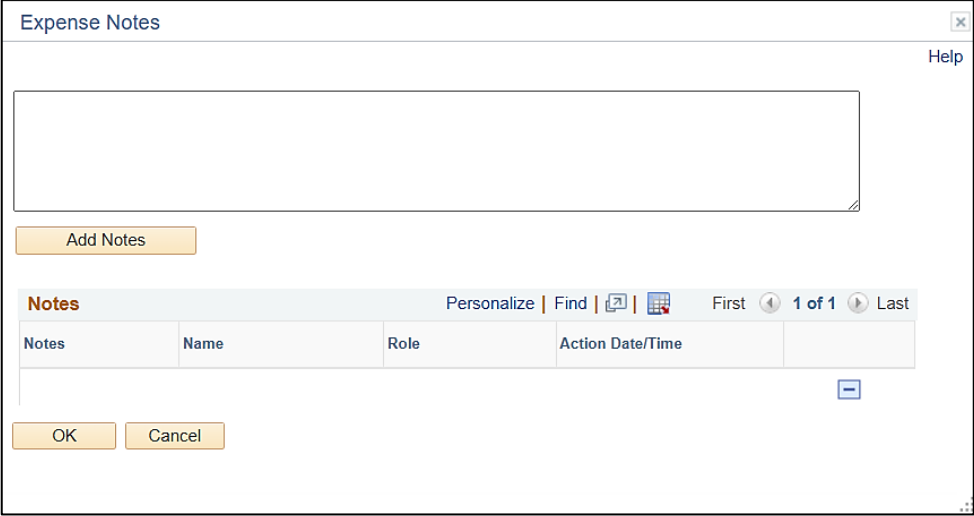

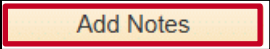
27. Make any adjustment and/or additions to the Expense Report as applicable.

28. Click the **Summary and Submit** link at the top of the page.



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



Step	Action
29.	<p>To add an internal note to the Expense Report, click the Notes icon.</p> <p>If a note is not needed, proceed to Step 33.</p> 
<p>The Expense Notes page displays in a pop-up window.</p> 	
30.	<p>Enter the applicable information in the Notes field.</p> 
31.	<p>Click the Add Notes button.</p> 

Step	Action
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The note displays within the **Notes** section.

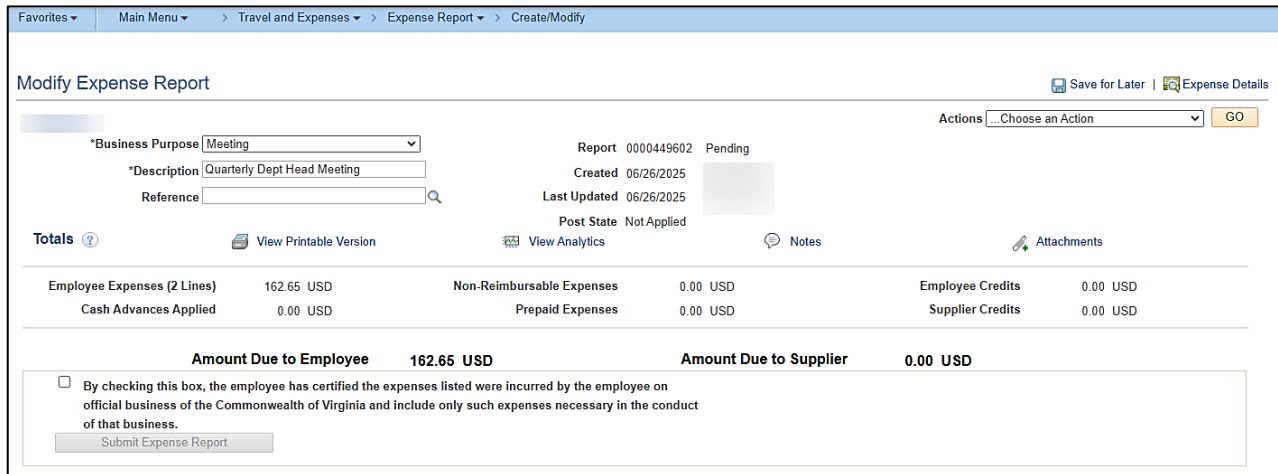


Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.

32. Click the **OK** button.

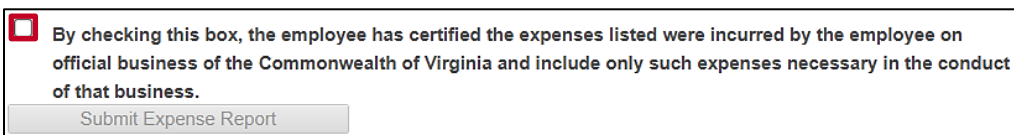


The **Modify Expense Report Summary and Submit** page redispays.




The lines filling the **Notes** icon indicate that a note was entered.

33. Click the **Certification Statement** checkbox option.

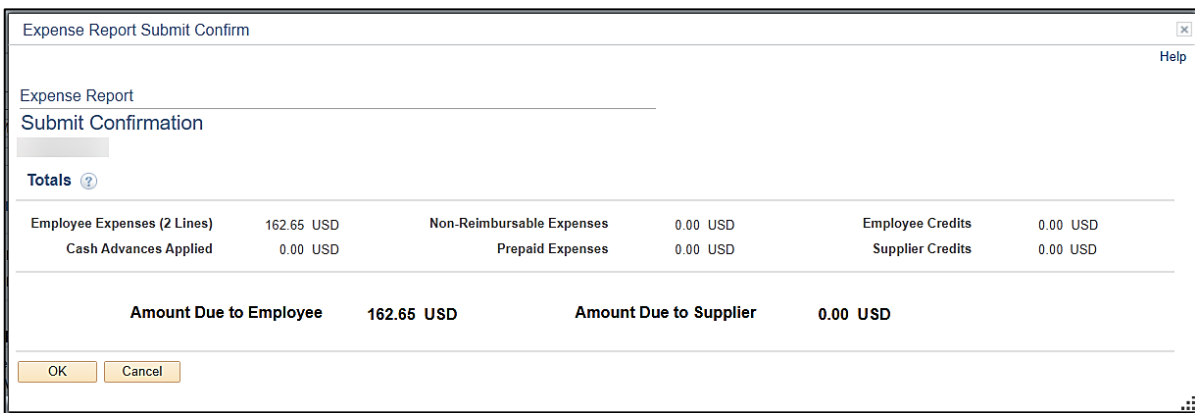


Step	Action
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	The Submit Expense Report button is now enabled.
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34.	Click the Submit Expense Report button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Submit Expense Report </div>
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The **Expense Report Submit Confirmation** page displays in a pop-up window.



Expense Report Submit Confirm

Expense Report
Submit Confirmation

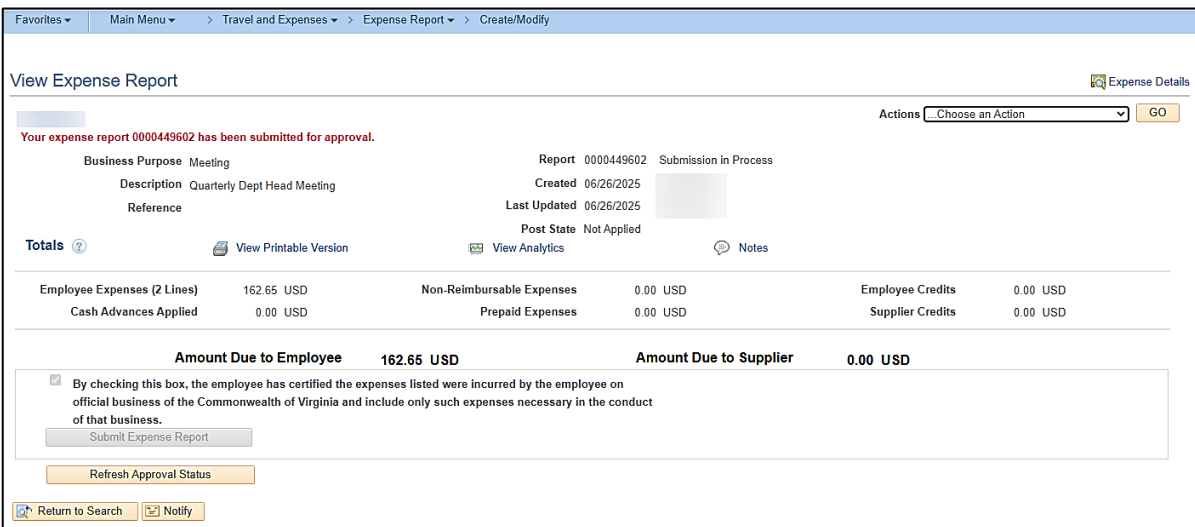
Totals ?

Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 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		162.65 USD	Amount Due to Supplier		0.00 USD

OK Cancel

35.	Click the OK button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> OK </div>
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The **View Expense Report** page displays.



View Expense Report

Your expense report 0000449602 has been submitted for approval.

Business Purpose Meeting
Description Quarterly Dept Head Meeting
Reference

Report 0000449602 Submission in Process
Created 06/26/2025
Last Updated 06/26/2025
Post State Not Applied

Totals ? View Printable Version View Analytics Notes


Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 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		162.65 USD	Amount Due to Supplier		0.00 USD

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

Refresh Approval Status

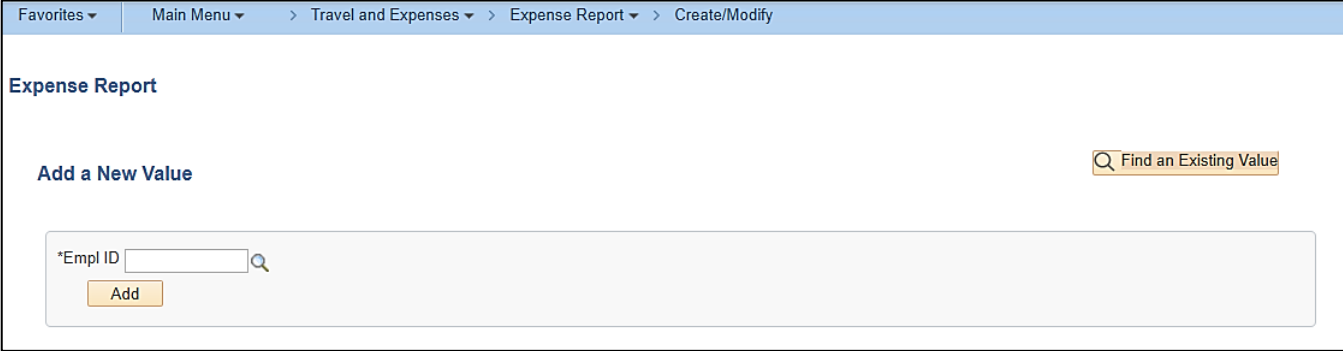




Return to Search Notify

Step	Action
	<p>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</p> <div data-bbox="261 457 1125 512" style="border: 1px solid black; padding: 2px;"><p>Your expense report 0000449602 has been submitted for approval.</p></div>
36.	Make note of the Expense Report ID Number.

Copying Expense Lines when Creating an Expense Report

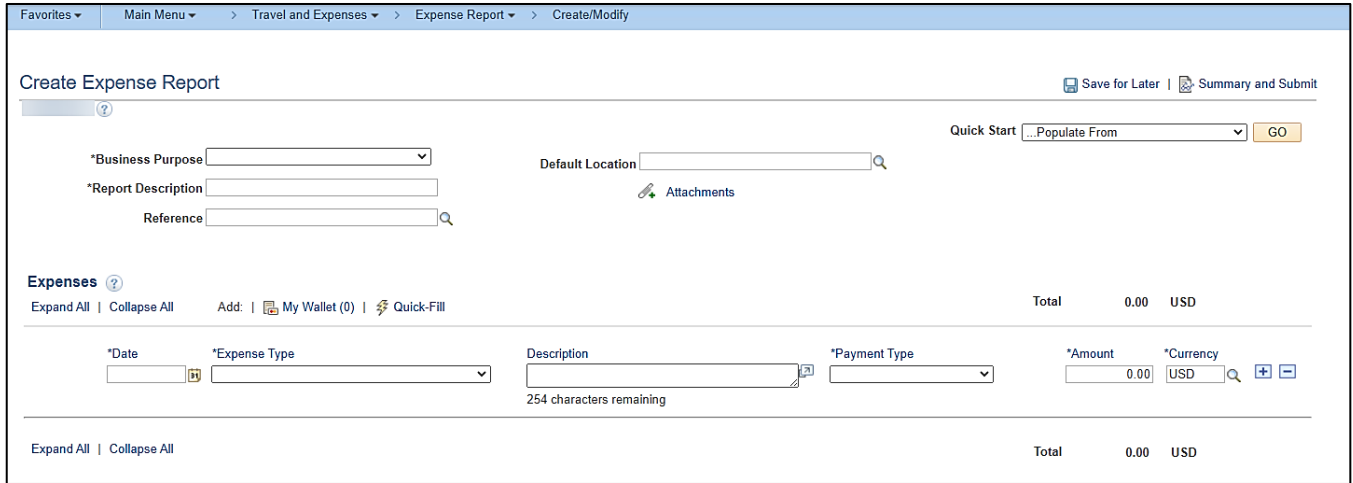
Copying Expense Lines can help increase both accuracy and efficiency when an expense is incurred for more than one day. This section of the Job Aid focuses on how to use the Copy Expense Lines feature.

When an Expense Line is copied, it copies all the information from the Expense Line to include the ChartField distribution information. Copied Expense Lines can be updated as needed.


Step	Action
1.	Navigate to the Expense Report page using the following path: Main Menu > Travel and Expense Expenses > Expense Reports > 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 employee’s Employee ID in the Empl ID field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Add button. 

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




4.	<p>Enter expense transactions as applicable.</p> <p>See the section in this Job Aid titled Creating an Expense Report for details on creating an Expense Report.</p>
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	Expense Types that will require entry for more than one day should only be entered once.
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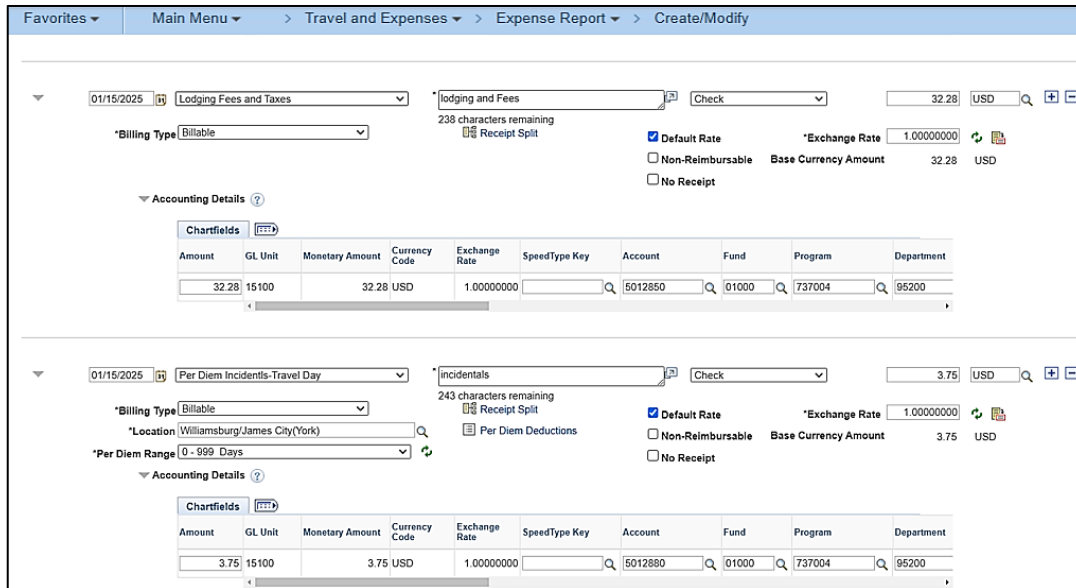
5.	<p>Click the Actions dropdown button and select the “Copy Expense Lines” list item.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Actions ...Choose an Action GO </div>
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6.	<p>Click the GO button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Actions Copy Expense Lines GO </div>
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Step	Action												
	<p>Copy Options:</p> <ul style="list-style-type: none"> • Copy to One Date – use this option to copy selected expenses to one date <ul style="list-style-type: none"> ○ To Date – enter or select the date the selected expenses need to be copied for • Copy to Range of Dates – use this option to copy selected expenses to a date range <ul style="list-style-type: none"> ○ From Date – enter or select the first date in the range ○ To Date – enter or select the last date in the range ○ Include Weekends checkbox option – click this checkbox option to include the weekends that fall in the selected date range ○ Include Holidays – click this checkbox option to include Holidays that fall in the selected date range 												
8.	<p>Click the Select checkbox option next to each Expense Type to be copied.</p> <table border="1" data-bbox="261 842 662 1157"> <thead> <tr> <th>Select</th> <th>Expense Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>All Meals - Travel Day</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Lodging</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Lodging Fees and Taxes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Per Diem Incidentals-Travel Day</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Registration Fee</td> </tr> </tbody> </table>	Select	Expense Type	<input type="checkbox"/>	All Meals - Travel Day	<input type="checkbox"/>	Lodging	<input type="checkbox"/>	Lodging Fees and Taxes	<input type="checkbox"/>	Per Diem Incidentals-Travel Day	<input type="checkbox"/>	Registration Fee
Select	Expense Type												
<input type="checkbox"/>	All Meals - Travel Day												
<input type="checkbox"/>	Lodging												
<input type="checkbox"/>	Lodging Fees and Taxes												
<input type="checkbox"/>	Per Diem Incidentals-Travel Day												
<input type="checkbox"/>	Registration Fee												
9.	<p>Click the OK button.</p> <table border="1" data-bbox="261 1247 597 1304"> <tr> <td><input type="button" value="OK"/></td> <td><input type="button" value="Cancel"/></td> </tr> </table>	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>										
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>												

Step	Action
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The **Create Expense Report** page redisplay with the copied Expense Lines added.



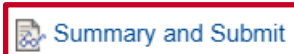
The screenshot shows the 'Create/Modify' page for an expense report. It features two expense lines. The first line is for 'Lodging and Fees' with an amount of 32.28 USD. The second line is for 'Per Diem Incidentals-Travel Day' with an amount of 3.75 USD. Both lines include fields for 'Billing Type', 'Accounting Details', and 'Chartfields'.

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
32.28	15100	32.28	USD	1.00000000		5012850	01000	737004	95200
3.75	15100	3.75	USD	1.00000000		5012880	01000	737004	95200



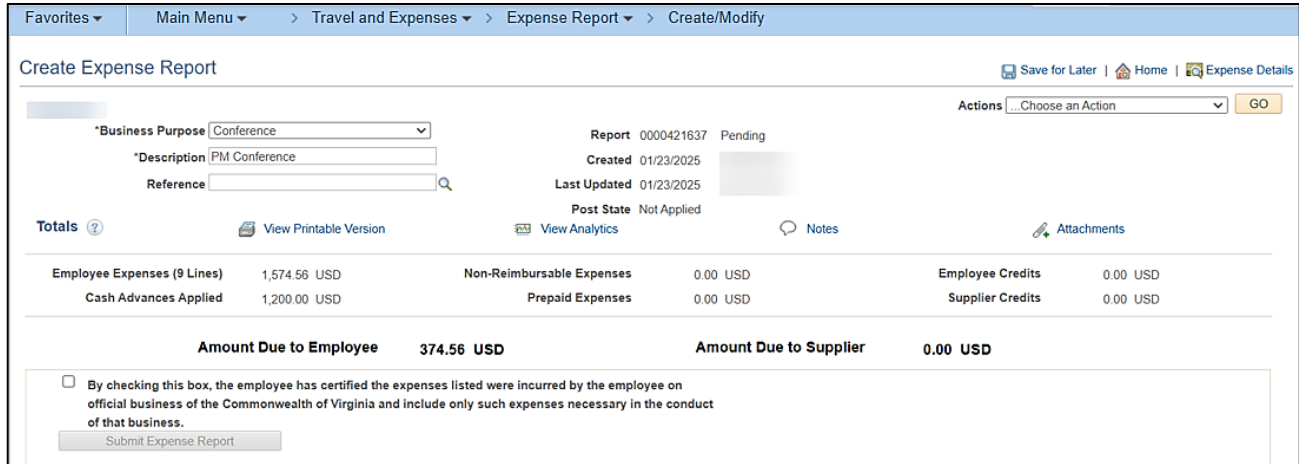
Copying Expense Lines copies all fields and ChartField distributions from the copied Expense Line(s). These fields can be updated as needed.

10. Review the Expense Lines to verify that all of the selected Expense Lines copied as applicable.
11. Update the copied Expense Lines and add any additional Expense Lines as needed.
12. Click the **Summary and Submit** link.

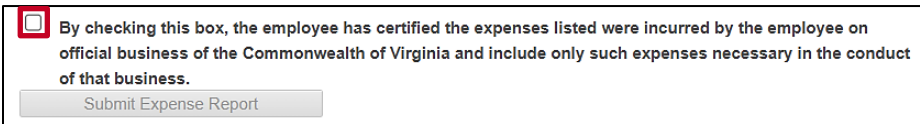


Step	Action
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The **Create Expense Report Summary and Submit** page displays.



13. Click the **Certification Statement** checkbox option.

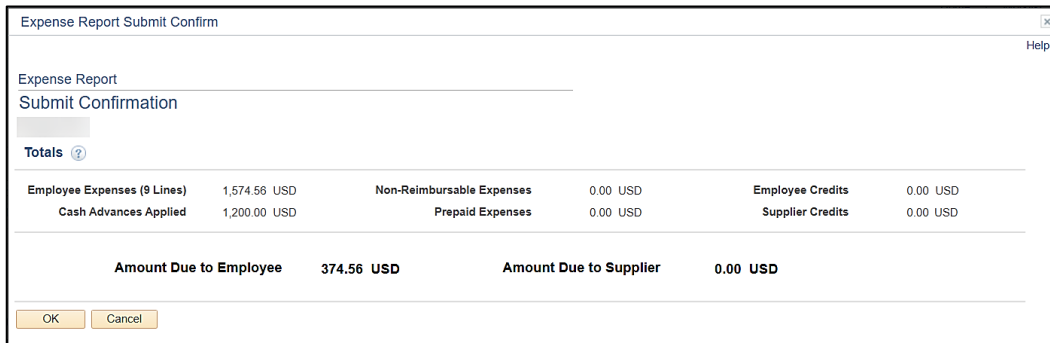



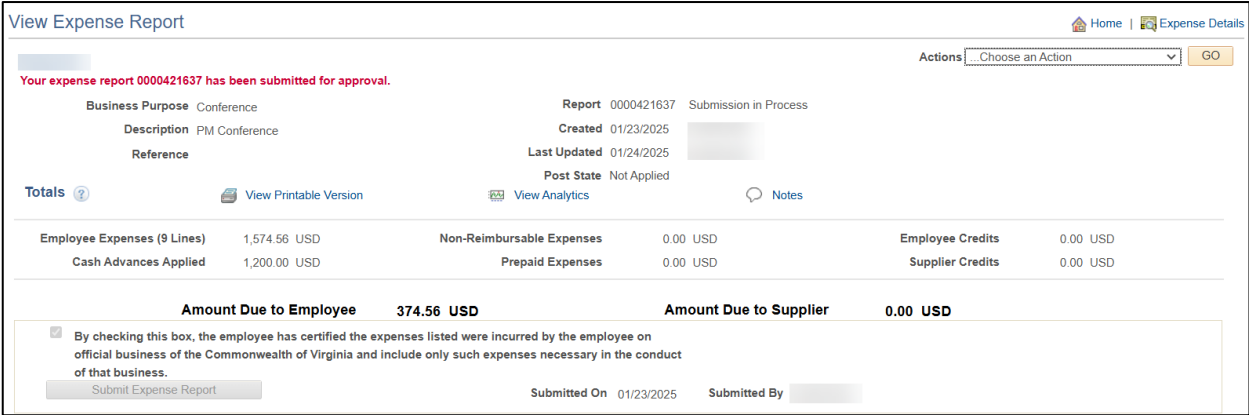



The **Submit Expense Report** button enables.

14. Click the **Submit Expense Report** button.



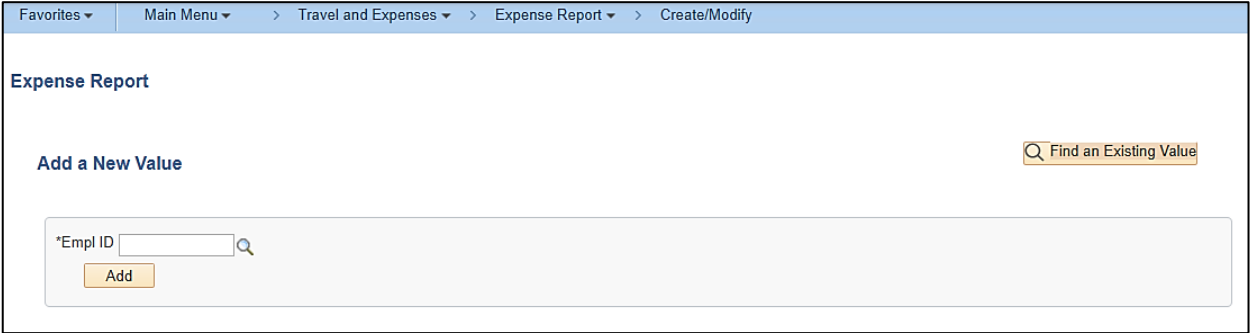




The **Expense Report Submit Confirmation** page displays in a pop-up window.



Step	Action
15.	<p>Click the OK button.</p> 
<p>The View Expense Report page displays.</p> 	
	<p>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</p> 
16.	Make note of the Expense Report ID Number.

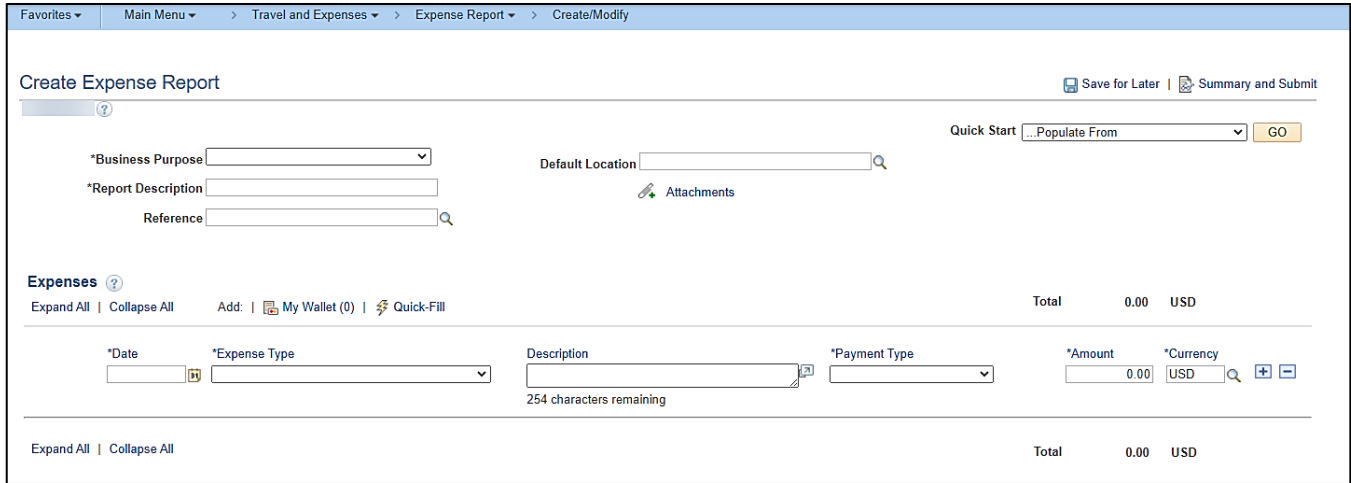
Creating an Expense Report from an Existing Expense Report

This section of the job aid will walk through the steps for creating an Expense Report by copying from a previously saved or submitted report.


Step	Action
1.	Navigate to the Expense Report page using the following path: Main Menu > Travel and Expenses > Expense Reports > 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.	<p>Enter or select the employee’s Employee ID in the Empl ID field.</p> 
	<p>The user must be set up as a Proxy to enter expense transactions for themselves or other employees.</p>
3.	<p>Click the Add button.</p> 

Step	Action
------	--------

The **Create Expense Report** page displays.



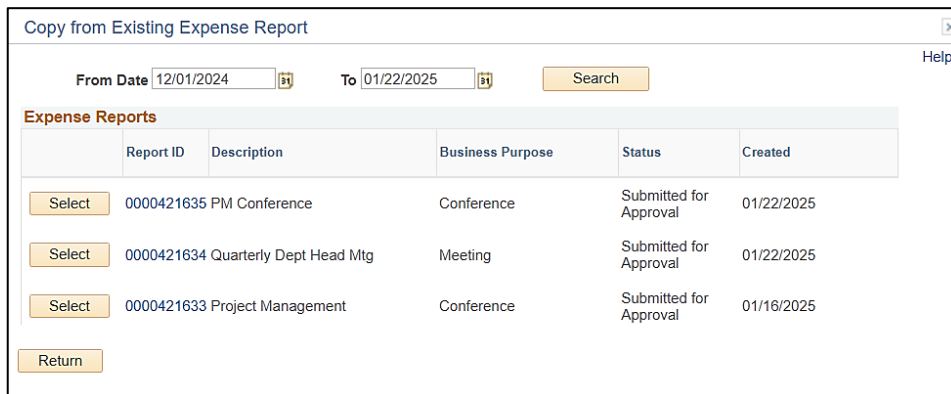
4. Click the **Quick Start** dropdown button and select the “An Existing Report” list item.



5. Click the **GO** button.

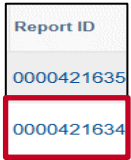


The **Copy from Existing Expense Report** page displays in a pop-up window.

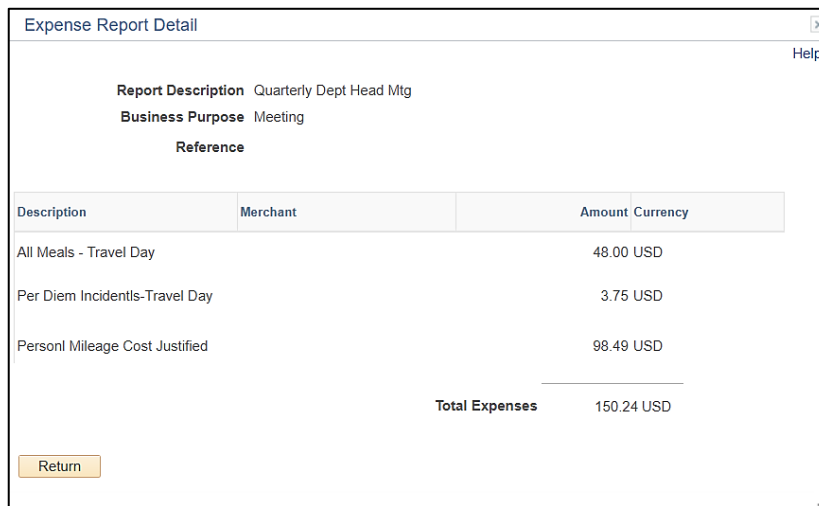



The **Copy from Existing Expense Report** section displays any previous Expense Reports based on the **From Date** and **To** field dates that default.

The date range can be adjusted by updating the **From Date** and **To** date fields as applicable and then clicking the **Search** button.

Step	Action
6.	<p>Click the Report ID link for any Expense Report that displays to review the Expense Types for that Expense Report.</p> 

The **Expense Report Detail** page displays in a pop-up window.




Expense Report Detail

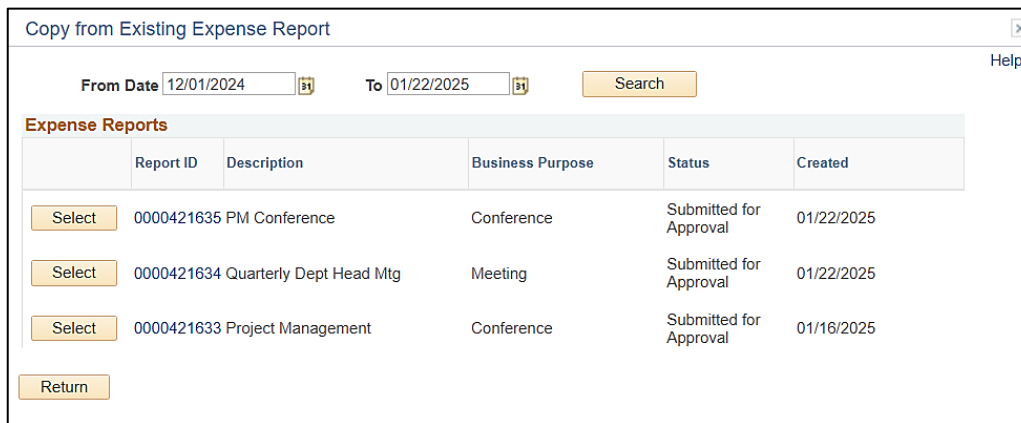
Report Description Quarterly Dept Head Mtg
Business Purpose Meeting
Reference

Description	Merchant	Amount	Currency
All Meals - Travel Day		48.00	USD
Per Diem Incidentls-Travel Day		3.75	USD
Personl Mileage Cost Justified		98.49	USD
Total Expenses		150.24	USD

Return

7.	<p>Review the details as needed to identify the Expense Report that will be used to copy from. After reviewing the information, click the Return button.</p> 
----	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The **Copy from Existing Expense Report** page redisplay.



Copy from Existing Expense Report

From Date 12/01/2024 To 01/22/2025 Search

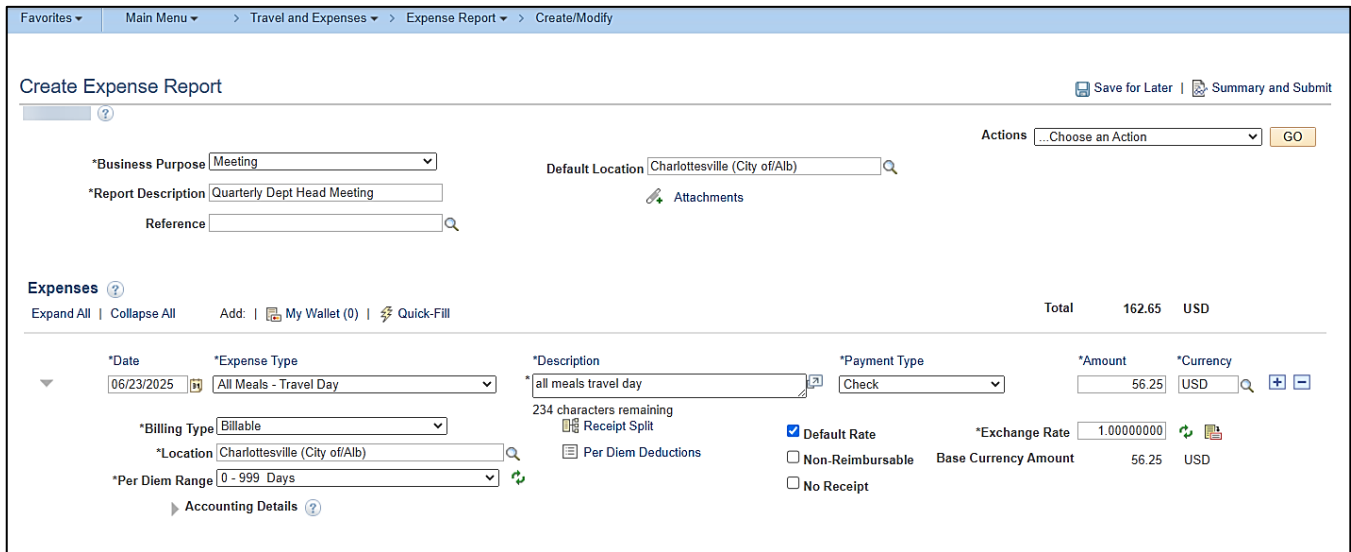
Expense Reports


	Report ID	Description	Business Purpose	Status	Created
Select	0000421635	PM Conference	Conference	Submitted for Approval	01/22/2025
Select	0000421634	Quarterly Dept Head Mtg	Meeting	Submitted for Approval	01/22/2025
Select	0000421633	Project Management	Conference	Submitted for Approval	01/16/2025

Return

Step	Action
8.	Repeat Steps 6 - 7 to view additional Expense Reports as applicable.
9.	Click the Select button next to the Report ID to be copied. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">Select</div>

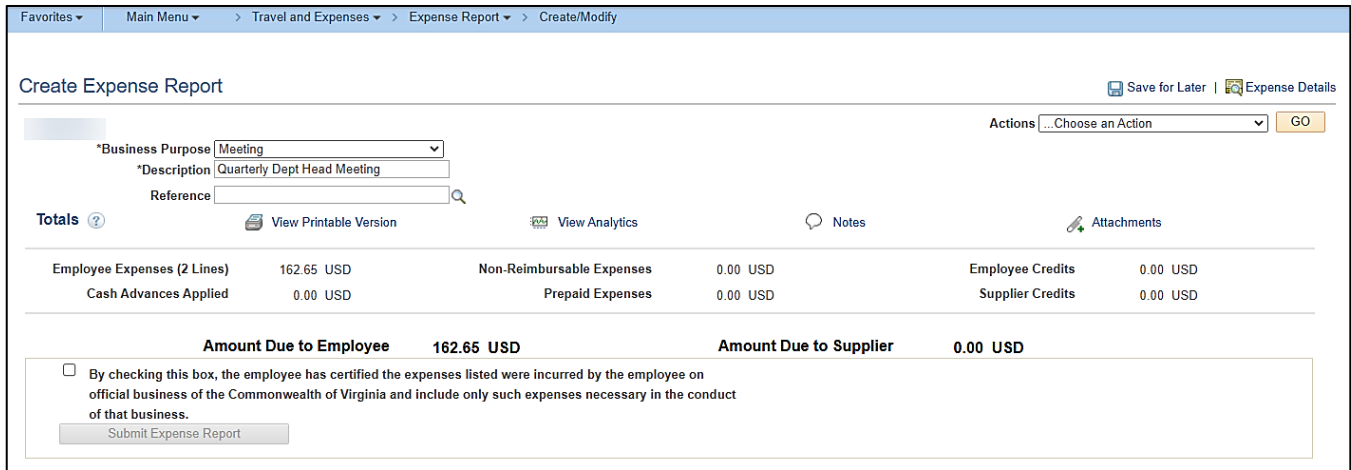
The **Create Expense Report** page redisplay with the information from the Expense Report copied populated.



10.	Update the copied Expense Lines and/or add Expense Lines as needed.
11.	Click the Summary and Submit link once all adjustments and/or additional entries have been completed. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">  Summary and Submit </div>

Step	Action
------	--------

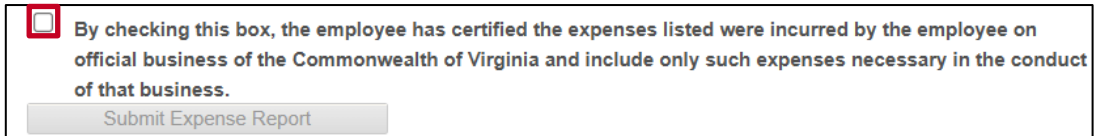
The **Create Expense Report Summary and Submit** page displays.



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

12. Click the **Certification Statement** checkbox option.



Submit Expense Report



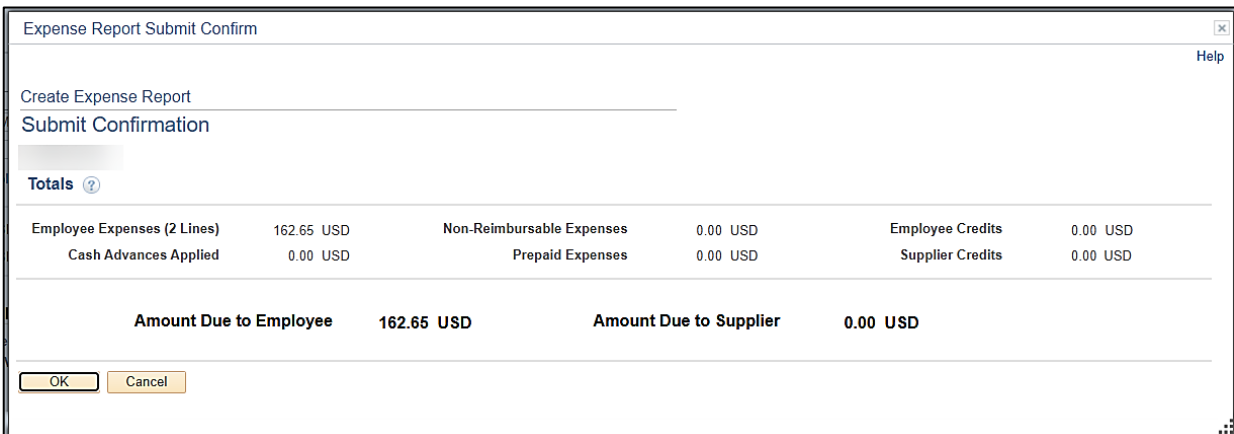
The **Submit Expense Report** button enables.

13. Click the **Submit Expense Report** button.



Submit Expense Report

The **Create Expense Report Submit Confirmation** page displays in a pop-up window.

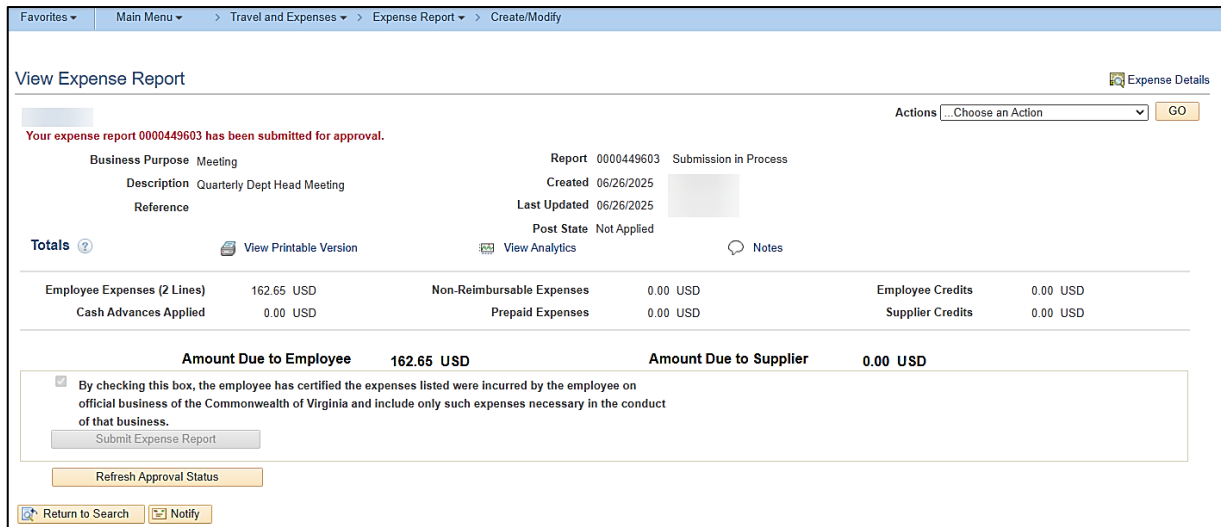


OK Cancel

Step	Action
14.	Click the OK button.



The **View Expense Report** page displays.



View Expense Report

Your expense report 0000449603 has been submitted for approval.


Business Purpose Meeting Report 0000449603 Submission in Process
 Description Quarterly Dept Head Meeting Created 06/26/2025
 Reference Last Updated 06/26/2025
 Post State Not Applied

Totals View Printable Version View Analytics Notes

Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

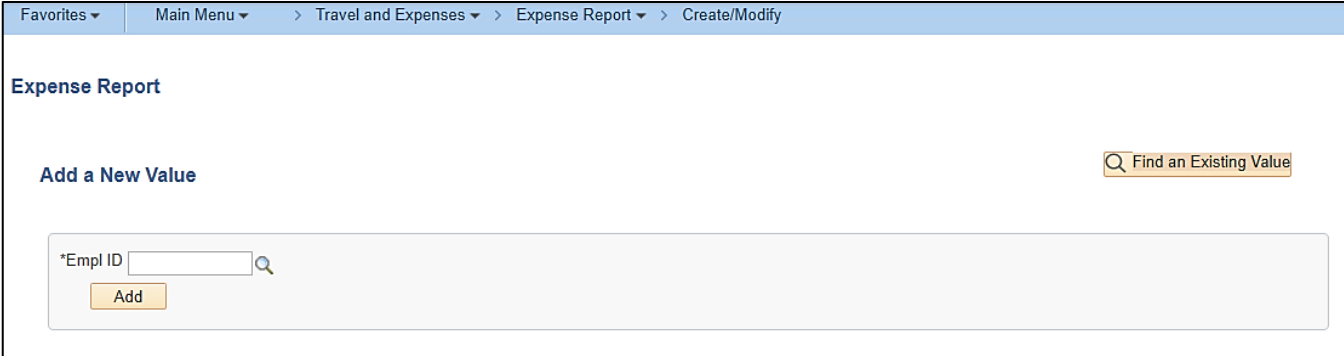




Amount Due to Employee 162.65 USD **Amount Due to Supplier 0.00 USD**

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.

	<p>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Your expense report 0000449603 has been submitted for approval.</p> </div>
15.	Make note of the Expense Report ID Number.

Updating the Default Accounting ChartFields for an Expense Report

This section of the Job Aid will walk through the steps to update the default accounting for an Expense Report. This is helpful when the accounting distribution for the entire Expense Report need to be updated or to enter split funding.

Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Travel and Expenses > Expense Reports > 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.	<p>Enter or select the employee’s Employee ID in the Empl ID field.</p> 
	<p>The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.</p>
3.	<p>Click the Add button.</p> 



Accounts Payable Job Aid

AP315_Creating and Managing Expense Reports (VDOT Only)

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

- | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | Create the Expense Report and enter the Expense Lines as applicable.
See the section in this Job Aid titled Creating an Expense Report for details on creating an Expense Report. |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



When entering the Expense Lines, leave the defaulted ChartField values.

- | | |
|----|----------------------------------------------------------------------------------------------------|
| 5. | Click the Actions dropdown button and select the “Default Accounting for Report” list item. |
|----|----------------------------------------------------------------------------------------------------|

- | | |
|----|-----------------------------|
| 6. | Click the GO button. |
|----|-----------------------------|

The **Default Accounting for Report** page displays.



Accounts Payable Job Aid

AP315_Creating and Managing Expense Reports (VDOT Only)

Step	Action
7.	Click the Add ChartField Line button.



The page refreshes and a new Line displays and copies the ChartField values from the default Line.

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary													
%	GL Unit	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity
100.00	50100	04100	699001	10004	11127020								
0.00	50100	04100		10004									

8.	Update the Percentage (%) and remaining ChartFields value fields as applicable.
----	----------------------------------------------------------------------------------------

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify

Create Expense Report

Accounting Defaults

Report ID NEXT

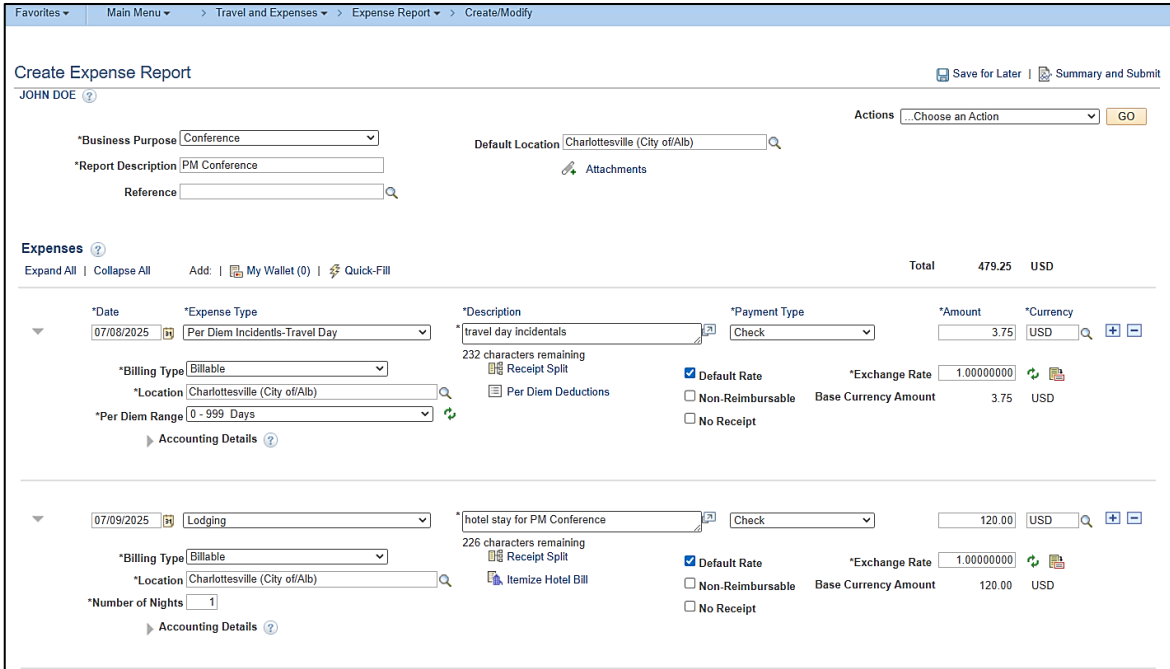
Accounting Summary										
%	GL Unit	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
100.00	50100	04100	699001	10015	11127020					
0.00	50100	04100	799025	10015	10000001					


9.	Click the OK button.
----	-----------------------------

Accounting Summary			
%	GL Unit	Fund	Program
50.00	50100	04100	699001
50.00	50100	04100	799025

Step	Action
------	--------

The **Create Expense Report** page redisplay.

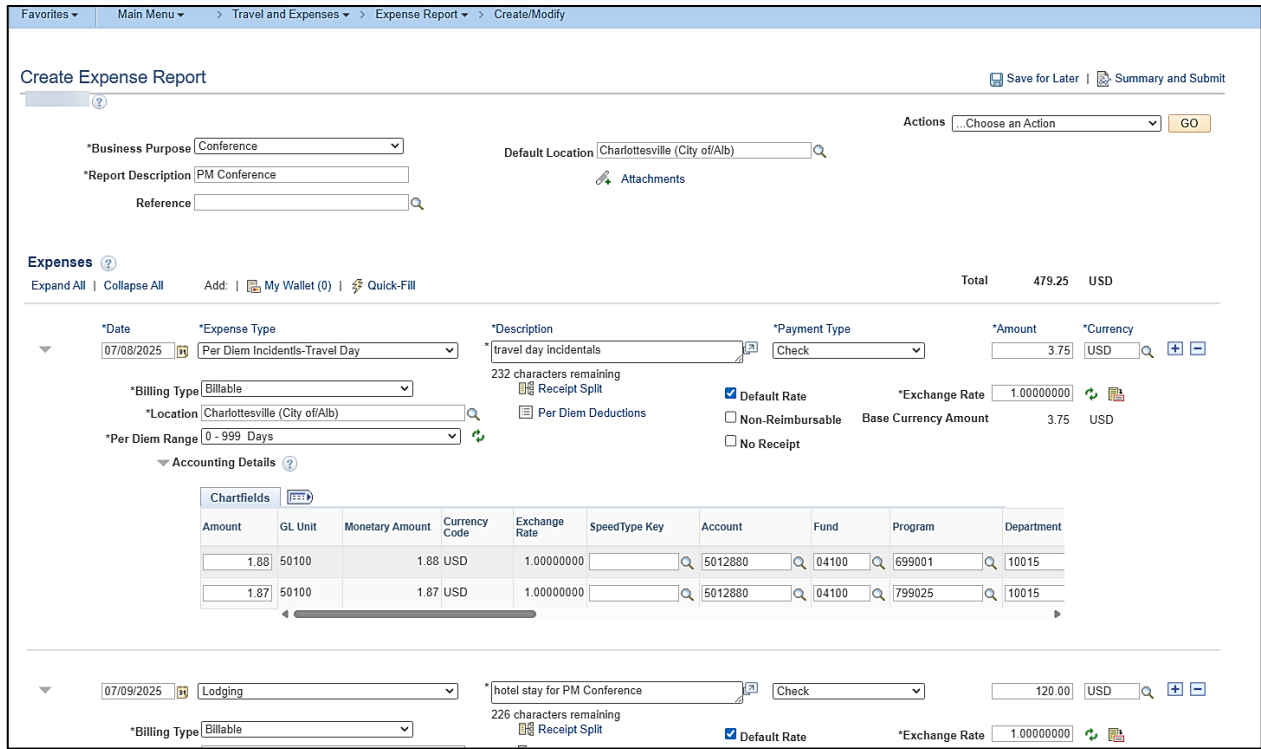


	If additional ChartField Lines are required, repeat Steps 7 – 9 until all Lines are added as needed.
-------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

10.	Click the Expand All link to view the accounting details information for the Expense Lines. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> Expand All Collapse All </div>
-----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Step	Action
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The page refreshes and expands all sections for the Expense Lines entered.



Create Expense Report Save for Later | Summary and Submit

Actions: Choose an Action GO

*Business Purpose: Conference Default Location: Charlottesville (City of Alb)

*Report Description: PM Conference Attachments

Reference:

Expenses Expand All | Collapse All Add: My Wallet (0) | Quick-Fill Total: 479.25 USD

Date	Expense Type	Description	Payment Type	Amount	Currency																														
07/08/2025	Per Diem Incidentals-Travel Day	travel day incidentals	Check	3.75	USD																														
*Billing Type: Billable *Location: Charlottesville (City of Alb) *Per Diem Range: 0 - 999 Days																																			
Accounting Details <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>1.88</td> <td>50100</td> <td>1.88 USD</td> <td>1.00000000</td> <td></td> <td></td> <td>5012880</td> <td>04100</td> <td>699001</td> <td>10015</td> </tr> <tr> <td>1.87</td> <td>50100</td> <td>1.87 USD</td> <td>1.00000000</td> <td></td> <td></td> <td>5012880</td> <td>04100</td> <td>799025</td> <td>10015</td> </tr> </tbody> </table>						Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	1.88	50100	1.88 USD	1.00000000			5012880	04100	699001	10015	1.87	50100	1.87 USD	1.00000000			5012880	04100	799025	10015
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department																										
1.88	50100	1.88 USD	1.00000000			5012880	04100	699001	10015																										
1.87	50100	1.87 USD	1.00000000			5012880	04100	799025	10015																										

Date	Expense Type	Description	Payment Type	Amount	Currency
07/09/2025	Lodging	hotel stay for PM Conference	Check	120.00	USD
*Billing Type: Billable *Exchange Rate: 1.00000000					

The Accounting Lines display the accounting details based on the accounting details information that were entered.

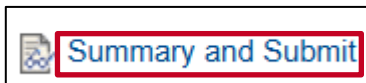


Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
1.88	50100	1.88 USD	1.00000000			5012880	04100	699001	10015
1.87	50100	1.87 USD	1.00000000			5012880	04100	799025	10015

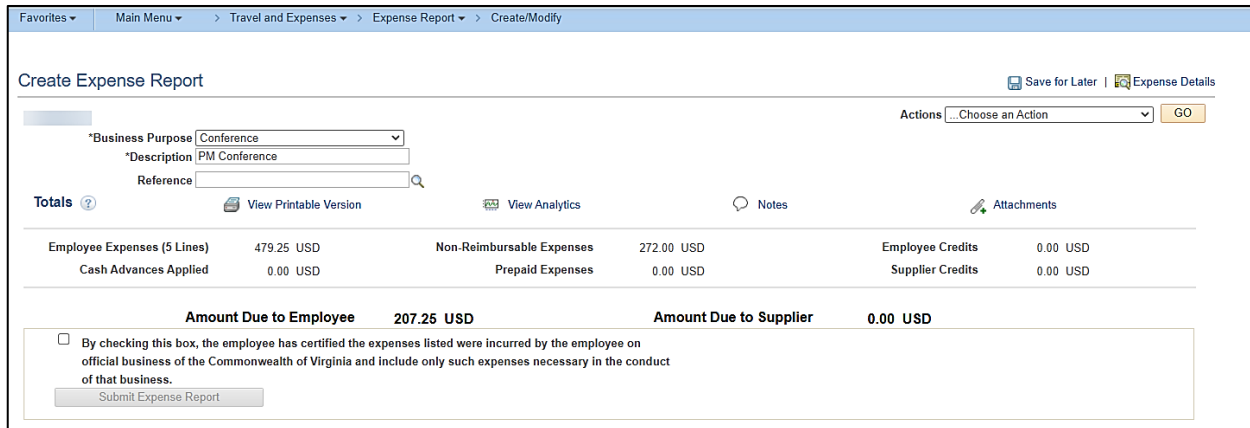
11. Review all of the Distribution Lines to verify accuracy.

12. Click the **Summary and Submit** link.



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



13. Click the **Certification Statement** 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

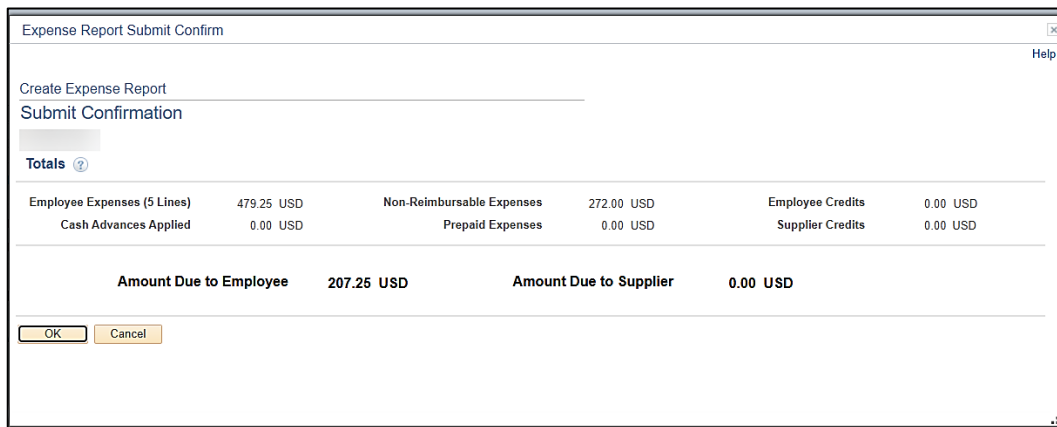


The **Submit Expense Report** button enables.

14. Click the **Submit Expense Report** button.

Submit Expense Report

The **Create Expense Report Submit Confirmation** page displays in a pop-up window.

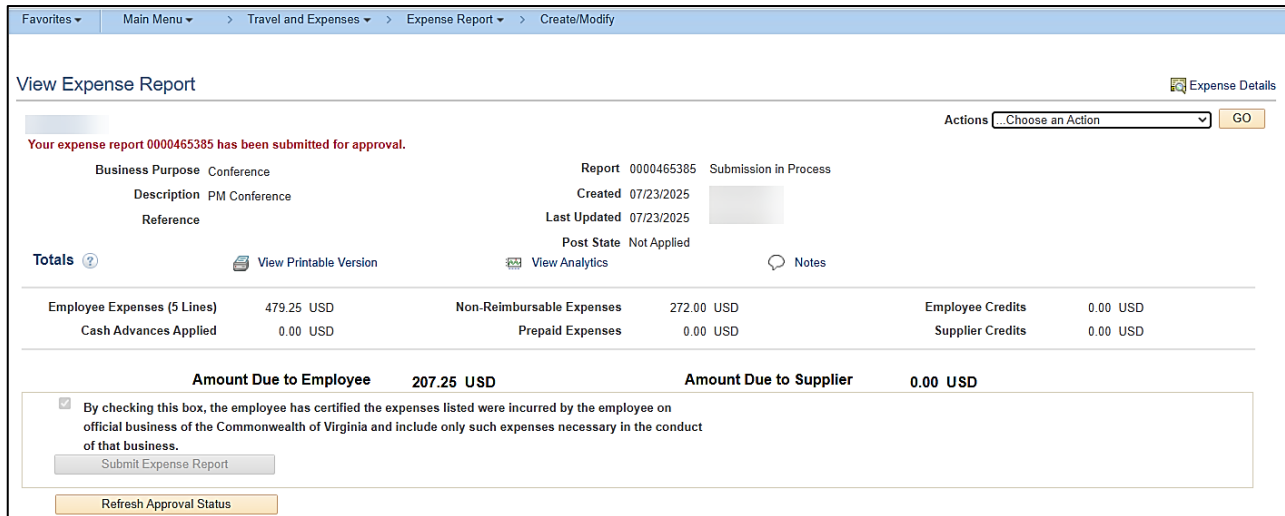


Step	Action
15.	Click the OK button.

OK

Cancel

The **View Expense Report** page displays.



The screenshot shows the 'View Expense Report' page with the following details:

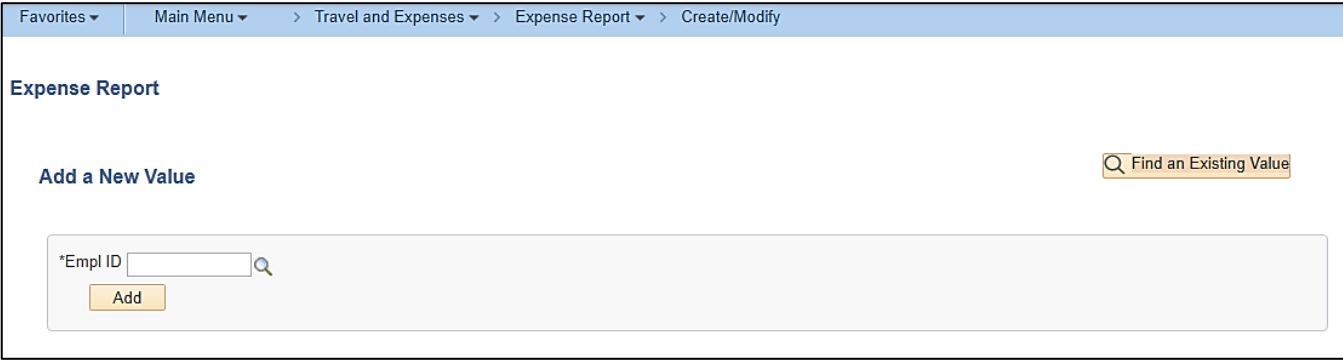




- Message:** Your expense report 0000465385 has been submitted for approval.
- Business Purpose:** Conference
- Description:** PM Conference
- Reference:**
- Report:** 0000465385
- Submission:** Submission in Process
- Created:** 07/23/2025
- Last Updated:** 07/23/2025
- Post State:** Not Applied
- Totals:**
 - Employee Expenses (5 Lines): 479.25 USD
 - Cash Advances Applied: 0.00 USD
 - Non-Reimbursable Expenses: 272.00 USD
 - Prepaid Expenses: 0.00 USD
 - Employee Credits: 0.00 USD
 - Supplier Credits: 0.00 USD
- Amount Due to Employee:** 207.25 USD
- Amount Due to Supplier:** 0.00 USD
- Buttons:** Submit Expense Report, Refresh Approval Status, View Printable Version, View Analytics, Notes.

	<p>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="color: red; font-weight: bold;">Your expense report 0000465385 has been submitted for approval.</p> </div>
-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

16.	Make note of the Expense Report ID Number.
-----	--------------------------------------------

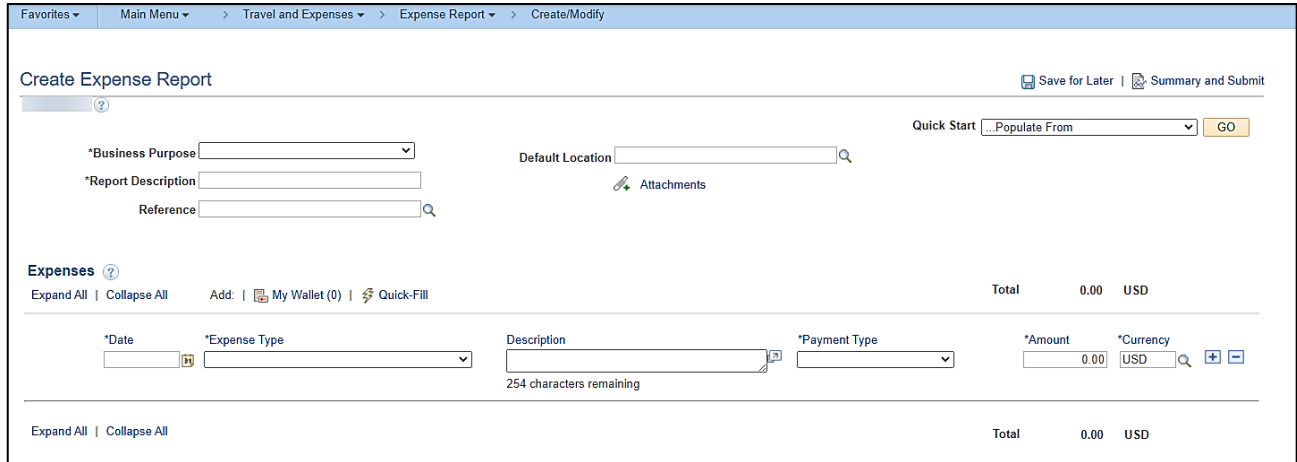
Creating an Expense Report from an Approved Travel Authorization

This section of the Job Aid will walk through the steps for creating an Expense Report by copying from an approved Travel Authorization.


Step	Action
1.	Navigate to the Expense Report entry 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 employee’s Employee ID in the Empl ID field. 
	<p>The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.</p>
3.	Click the Add button. 

Step	Action
------	--------

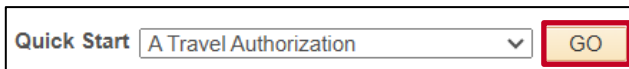
The **Create Expense Report** page displays.



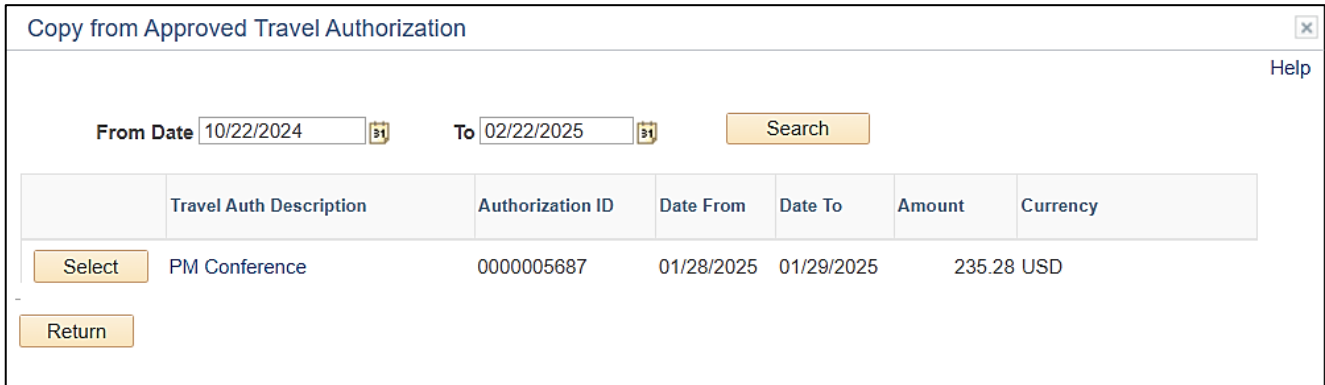
4. Click the **Quick Start** dropdown button and select the “A Travel Authorization” list item.



5. Click the **GO** button.




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

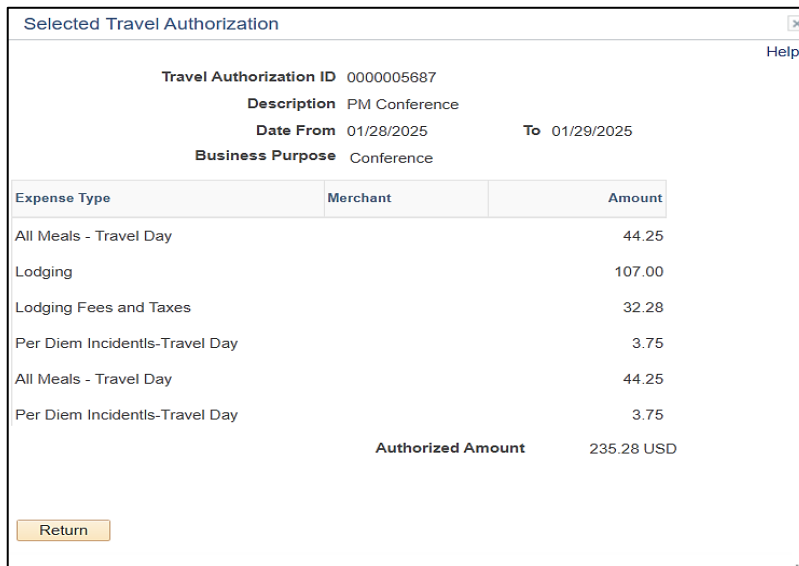



The approved Travel Authorizations display based on the **From Date** and **To** field dates that default.

The date range can be adjusted by updating the **From Date** and **To** date fields and then clicking the **Search** button.

Step	Action
6.	Click the Travel Auth Description link for any Travel Authorizations that display to review the details. 

The **Selected Travel Authorization** page displays in a pop-up window.

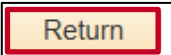


Selected Travel Authorization


Travel Authorization ID 0000005687
 Description PM Conference
 Date From 01/28/2025 To 01/29/2025
 Business Purpose Conference

Expense Type	Merchant	Amount
All Meals - Travel Day		44.25
Lodging		107.00
Lodging Fees and Taxes		32.28
Per Diem Incidentals-Travel Day		3.75
All Meals - Travel Day		44.25
Per Diem Incidentals-Travel Day		3.75
Authorized Amount		235.28 USD

Return

7.	Review the details to identify the Travel Authorization that will be copied from.
8.	Click the Return button. 

The **Copy from Approved Travel Authorization** page redispays.



Copy from Approved Travel Authorization

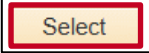
From Date 10/22/2024 To 02/22/2025 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	PM Conference	0000005687	01/28/2025	01/29/2025	235.28 USD	

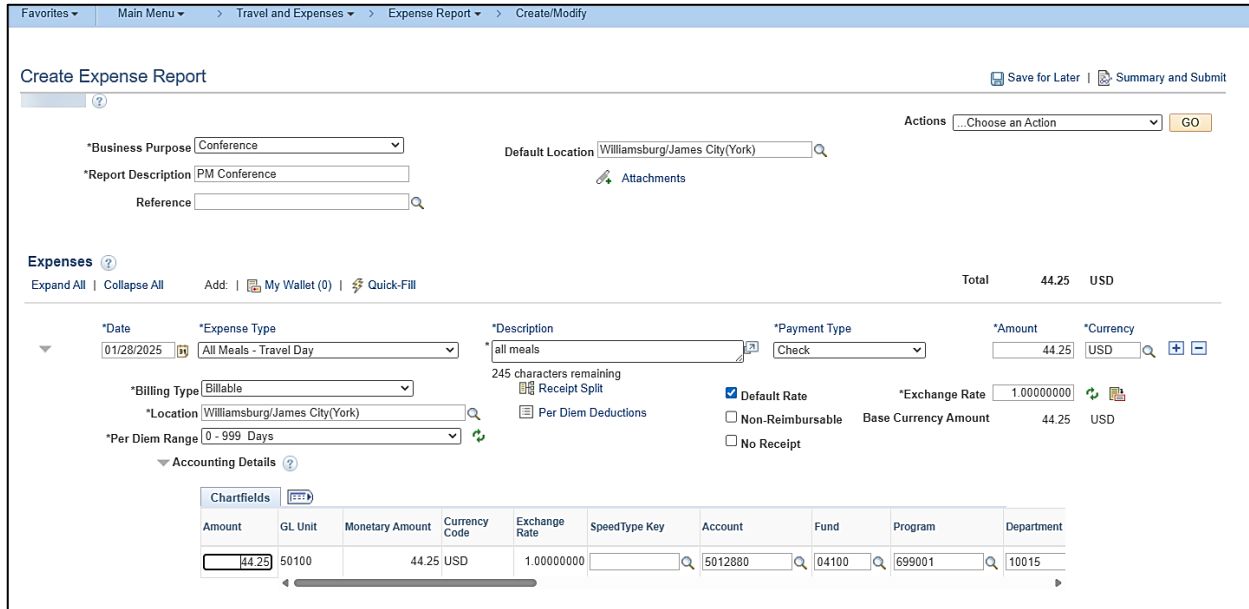
Return

9.	Repeat Steps 6 - 8 to view additional approved Travel Authorizations as needed.
----	---------------------------------------------------------------------------------

Step	Action
10.	Click the Select button next to the Travel Authorization to copy into the Expense Report.



The **Create Expense Report** page redisplay with the information from the selected Travel Authorization populated.



Create Expense Report

Business Purpose: Conference
 Report Description: PM Conference
 Default Location: Williamsburg/James City(York)
 Reference: [Search]
 Attachments: [Add]

Expenses

Total: 44.25 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
01/28/2025	All Meals - Travel Day	all meals	Check	44.25	USD

*Billing Type: Billable
 *Location: Williamsburg/James City(York)
 *Per Diem Range: 0 - 999 Days

Accounting Details

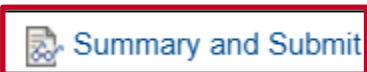
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Speed/Type Key	Account	Fund	Program	Department
44.25	50100	44.25 USD		1.00000000		5012880	04100	699001	10015

11.	Update the copied Expense Lines and/or add additional Expense Lines as needed.
-----	--------------------------------------------------------------------------------



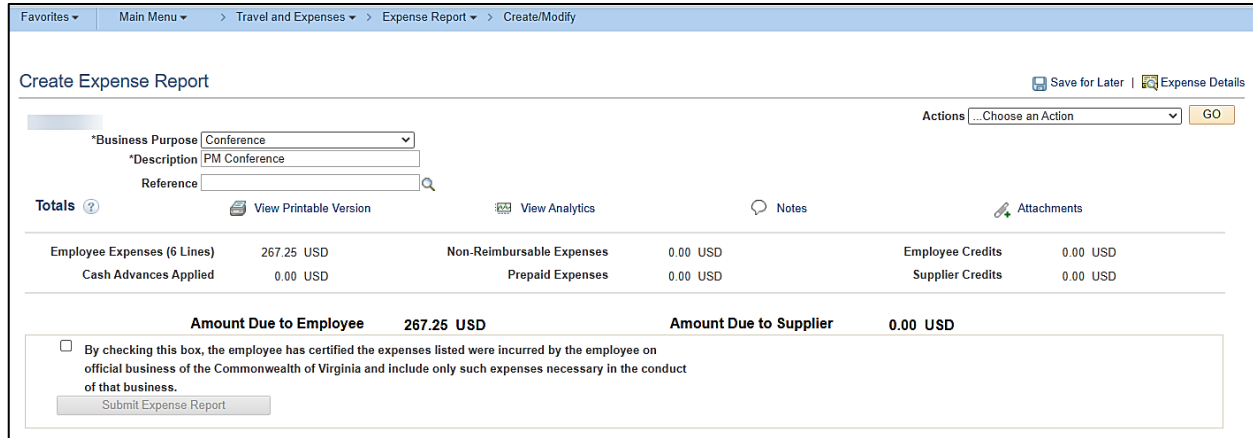
Changes can be made to any of the fields that copied from the Travel Authorization. Lines can also be deleted if applicable.

12.	Click the Summary and Submit link once all adjustments have been completed.
-----	------------------------------------------------------------------------------------



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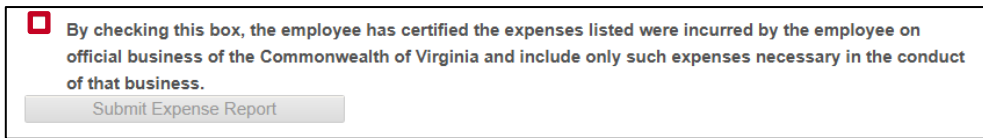
The **Create Expense Report Summary and Submit** page displays.



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

13. Click the **Certification Statement** 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



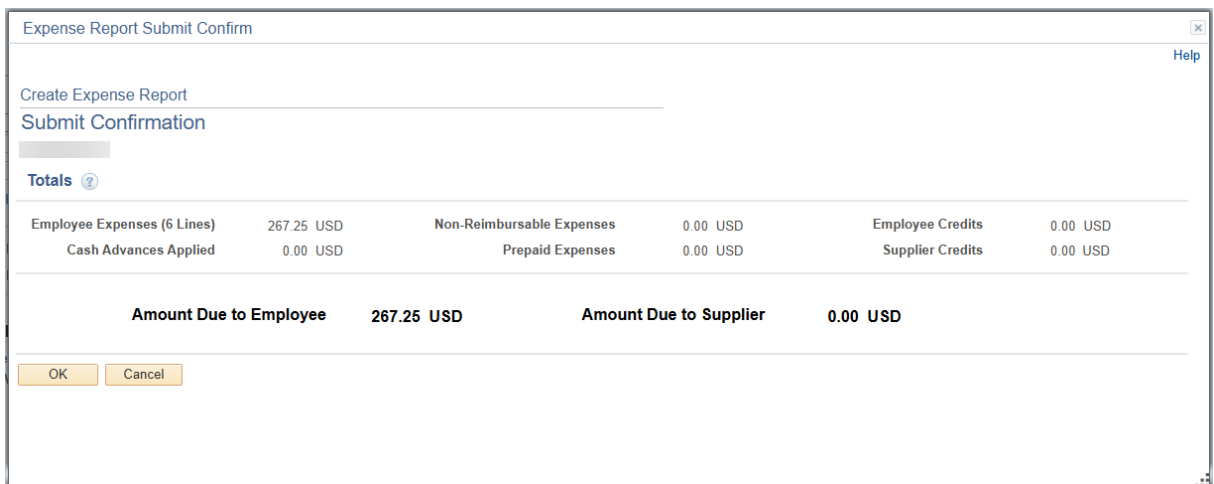
The **Submit Expense Report** button enables.

14. Click the **Submit Expense Report** button.




Submit Expense Report

The **Create Expense Report Submit Confirmation** page displays in a pop-up window.



Amount Due to Employee 267.25 USD **Amount Due to Supplier** 0.00 USD

OK Cancel

Step	Action
15.	Click the OK button. 

The **View Expense Report** page displays.





The screenshot shows the 'View Expense Report' page with the following details:

- Message:** Your expense report 0000465386 has been submitted for approval.
- Business Purpose:** Conference
- Description:** PM Conference
- Reference:** [Redacted]
- Report ID:** 0000465386
- Submission Status:** Submission in Process
- Created:** 07/23/2025
- Last Updated:** 07/23/2025
- Post State:** Not Applied

Totals		View Printable Version	View Analytics	Notes	
Employee Expenses (6 Lines)	267.25 USD	Non-Reimbursable Expenses	0.00 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		267.25 USD	Amount Due to Supplier		0.00 USD

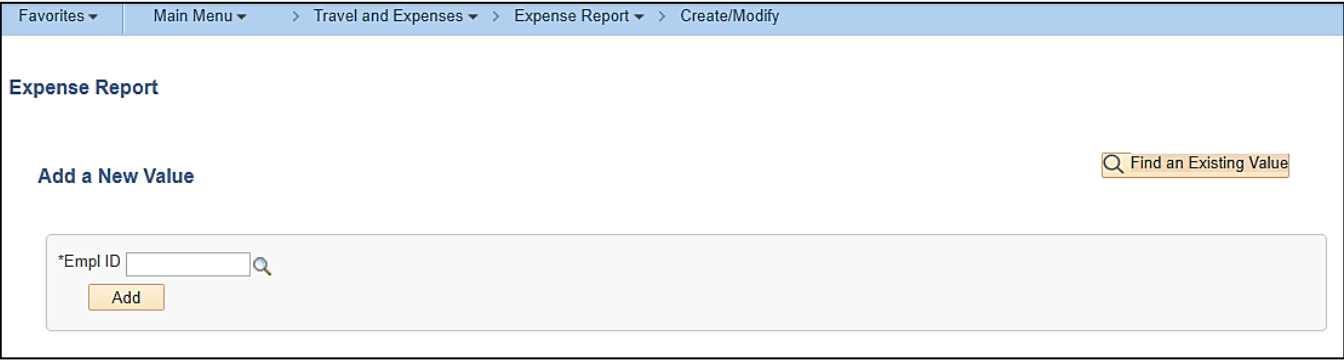




By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Buttons: Submit Expense Report, Refresh Approval Status

	A message displays in red with the Expense Report ID Number confirming that it has been submitted for approval. 
16.	Make note of the Expense Report ID Number.

Applying an Approved Cash Advance to an Expense Report

This section of the Job Aid walks through the steps for creating an Expense Report and applying an approved Cash Advance. Cash Advances can be applied to one Expense Report or multiple Expense Reports. In addition, multiple Cash Advances can be applied to one Expense Report. Follow Agency guidelines regarding this process.

Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Travel and Expense Expenses > Expense Reports > 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 employee’s Employee ID in the Empl ID field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Add button. 



Accounts Payable Job Aid

AP315_Creating and Managing Expense Reports (VDOT Only)

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

4. Create the Expense Report and complete the Expense Lines as applicable. Refer to the section in this Job Aid titled [Creating an Expense Report](#) for detailed instructions.

5. Click the **Actions** dropdown button and select the “Apply/View Cash Advance(s)” list item.

6. Click the **GO** button.

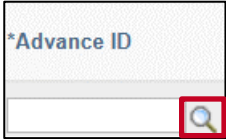
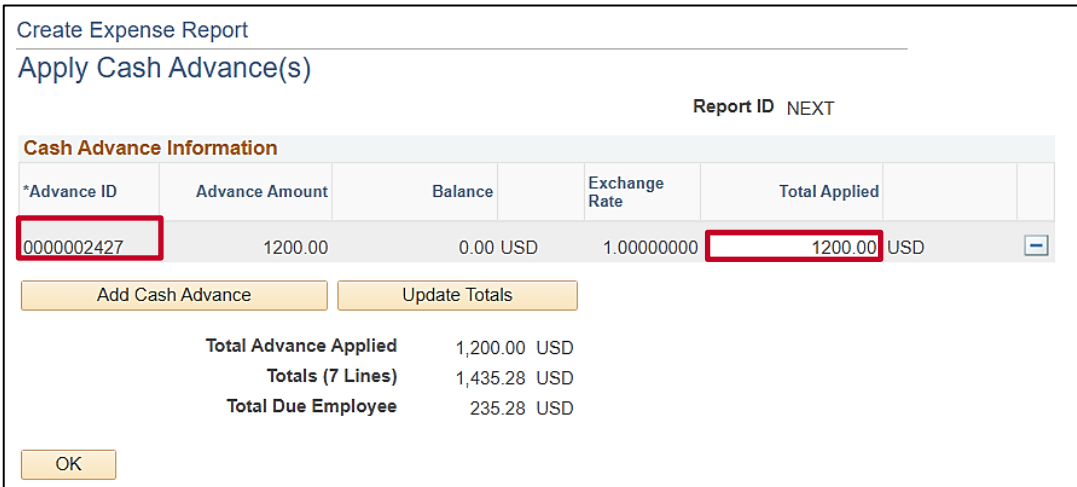



The **Create Expense Report Apply Cash Advance(s)** page displays.

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
<input type="text"/>	0.000	0.00		0.00	USD

Add Cash Advance **Update Totals**

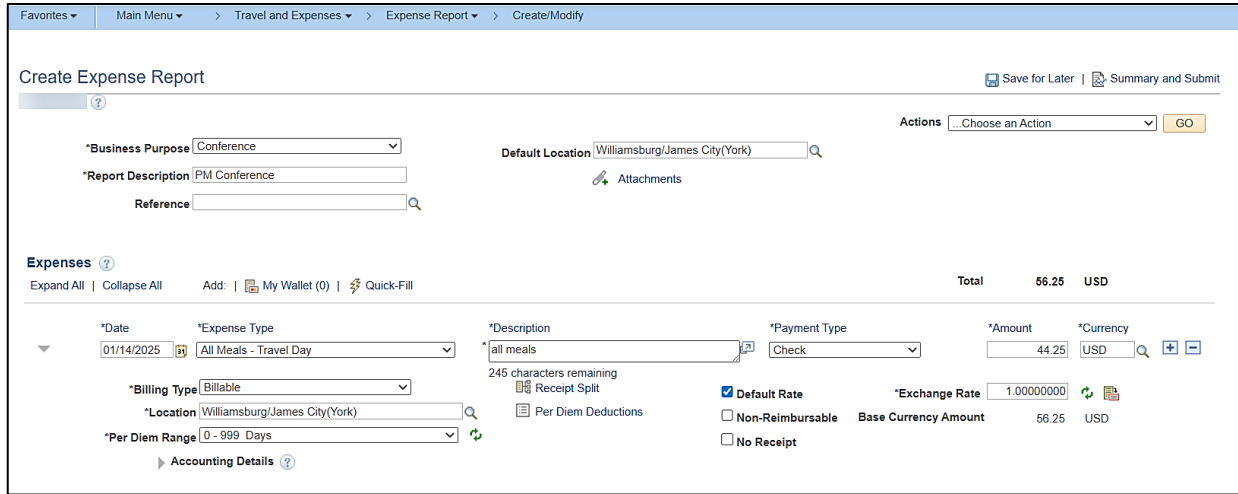
Total Advance Applied 0.00 USD
Totals (7 Lines) 1,435.28 USD
Total Due Employee 1,435.28 USD

OK

Step	Action										
7.	<p>Click the Advance ID Look up icon and select the Cash Advance to be applied to the Expense Report.</p> 										
	<p>The page redisplay with the selected Cash Advance ID Number in the Advance ID field and the amount displayed in the Total Applied field.</p>  <table border="1" data-bbox="305 842 1338 968"> <thead> <tr> <th>*Advance ID</th> <th>Advance Amount</th> <th>Balance</th> <th>Exchange Rate</th> <th>Total Applied</th> </tr> </thead> <tbody> <tr> <td>0000002427</td> <td>1200.00</td> <td>0.00 USD</td> <td>1.00000000</td> <td>1200.00 USD</td> </tr> </tbody> </table> <p>Buttons: Add Cash Advance, Update Totals, OK</p> <p>Totals:</p> <ul style="list-style-type: none"> Total Advance Applied: 1,200.00 USD Totals (7 Lines): 1,435.28 USD Total Due Employee: 235.28 USD 	*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	0000002427	1200.00	0.00 USD	1.00000000	1200.00 USD
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied							
0000002427	1200.00	0.00 USD	1.00000000	1200.00 USD							
	<p>To apply more than one Cash Advance to the Expense Report, click the Add Cash Advance button and repeat Step 7.</p> 										
8.	<p>Click the OK button.</p> 										

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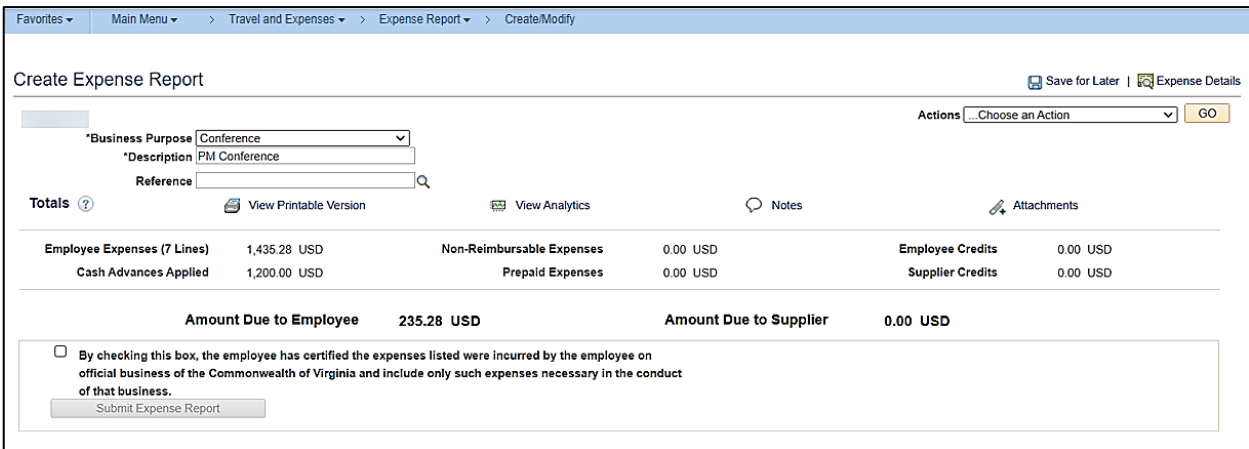
The **Create Expense Report** page redisplay.



9. Click the **Summary and Submit** link.



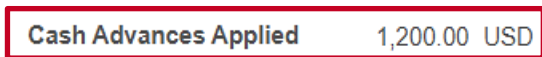
The **Create Expense Report Summary and Submit** page displays.




Totals		Non-Reimbursable Expenses		Employee Credits	
Employee Expenses (7 Lines)	1,435.28 USD		0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		Amount Due to Supplier			
235.28 USD		0.00 USD			



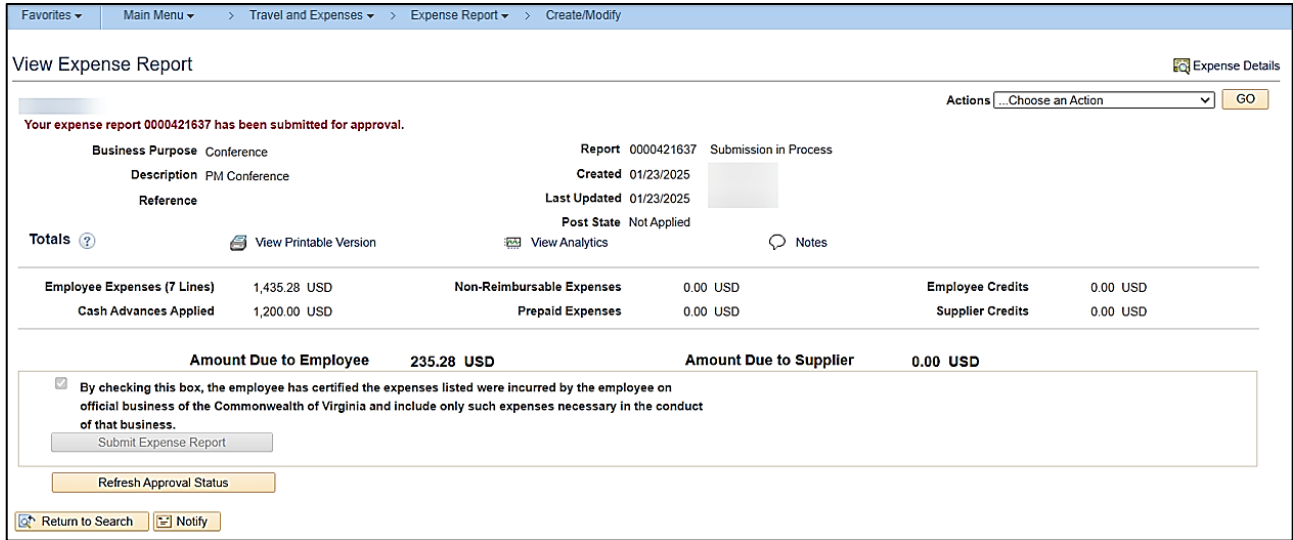
The **Cash Advances Applied** field displays the amount of the Cash Advance(s) that was applied. Verify for accuracy.




Step	Action																
10.	Click the Certification Statement checkbox option. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Submit Expense Report"/> </div>																
	The Submit Expense Report button enables.																
11.	Click the Submit Expense Report button. <div style="text-align: center; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Submit Expense Report"/> </div>																
<p>The Create Expense Report Submit Confirmation page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> Expense Report Submit Confirm Help </div> <hr/> <p>Create Expense Report Submit Confirmation</p> <p>Totals ?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee Expenses (7 Lines)</td> <td style="width: 16.5%;">1,435.28 USD</td> <td style="width: 33%;">Non-Reimbursable Expenses</td> <td style="width: 16.5%;">0.00 USD</td> <td style="width: 33%;">Employee Credits</td> <td style="width: 16.5%;">0.00 USD</td> </tr> <tr> <td style="padding-left: 20px;">Cash Advances Applied</td> <td>1,200.00 USD</td> <td style="padding-left: 20px;">Prepaid Expenses</td> <td>0.00 USD</td> <td style="padding-left: 20px;">Supplier Credits</td> <td>0.00 USD</td> </tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Amount Due to Employee</td> <td style="width: 16.5%;">235.28 USD</td> <td style="width: 33%;">Amount Due to Supplier</td> <td style="width: 16.5%;">0.00 USD</td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div>		Employee Expenses (7 Lines)	1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	Amount Due to Employee	235.28 USD	Amount Due to Supplier	0.00 USD
Employee Expenses (7 Lines)	1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD												
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD												
Amount Due to Employee	235.28 USD	Amount Due to Supplier	0.00 USD														
12.	Click the OK button. <div style="text-align: center; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </div>																

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



	<p>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="color: red; font-weight: bold;">Your expense report 0000421637 has been submitted for approval.</p> </div>
13.	Make note of the Expense Report ID Number.

Appendix**Allowed Extensions on Attachments in Cardinal**

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Users should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain Agency documentation and should not be considered the official retention source of the Agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the Agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML