

Creating and Managing Expense Reports Overview

In Cardinal, all non-payroll 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 (entered in Cardinal FIN), and banking information. Employee address changes must be done in Cardinal HCM by the Agency HR Administrator. The address change will update to the Employee Profile after entry into Cardinal HCM is complete.

If updates are required to the Employee Profile, they can be made by the employee(s) with the Employee Profile Sync Maintenance (V_AP_COVA_EMP_PRFL_SYNC_MAINT) or Travel Expense Sync Processor (V_AP_TE_SYNC_PROCESSOR) roles.

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 the Agency employee(s) with the Expenses Processor (V_AP_EXPENSES_PROCESSOR) role or VDOT Proxy (V_AP_EXPENSE_AUTHORIZE_PROXY) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315A 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 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.



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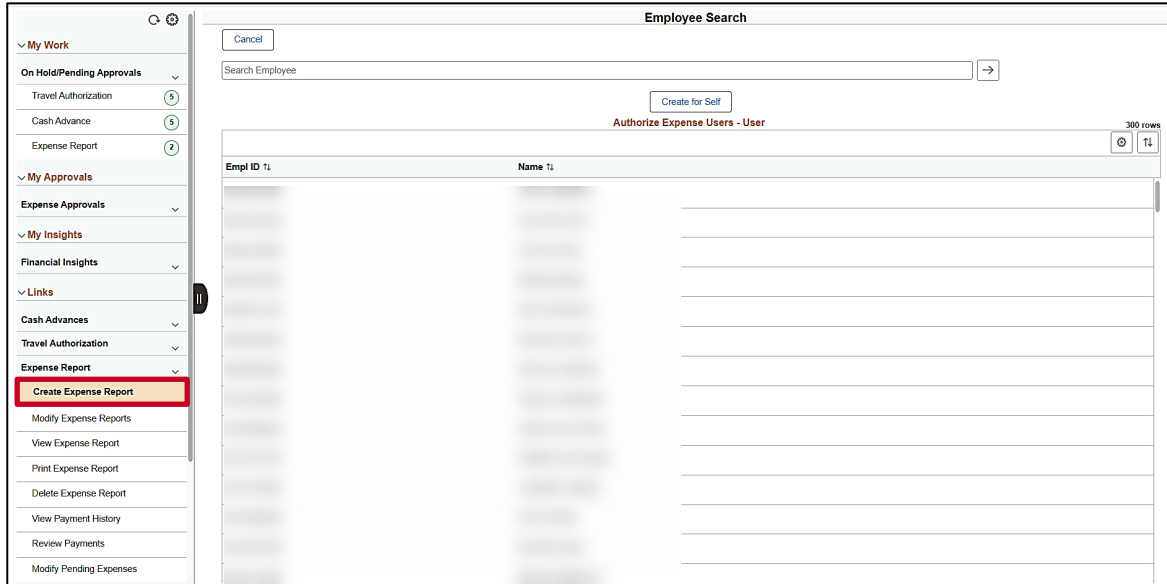
Accounts Payable Job Aid

AP315A Creating and Managing Expense Reports

Revision History

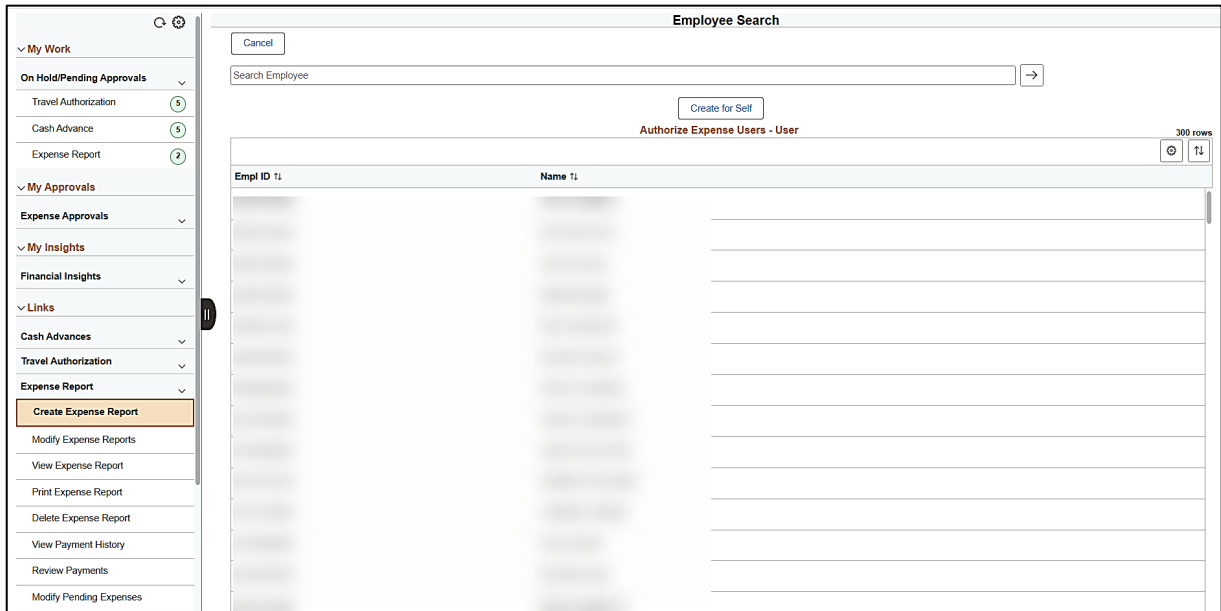
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
1/27/2025	Baseline.

Creating and Submitting an Expense Report

Step	Action
1.	Navigate to the Create Expense Report page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Expense Report > Create Expense Report 
	Users can also access the Create Expense Report page using the following navigation path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports

Step	Action
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The **Employee Search** page displays.




This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the **Expense Report** page.

- If the user is creating their own Expense Report and is also a Proxy for others, click the **Create for Self** button and proceed to **Step 3**.

Create for Self

- If the Expense Report is being created for another employee, click the applicable name from the list on the **Employee Search** page.

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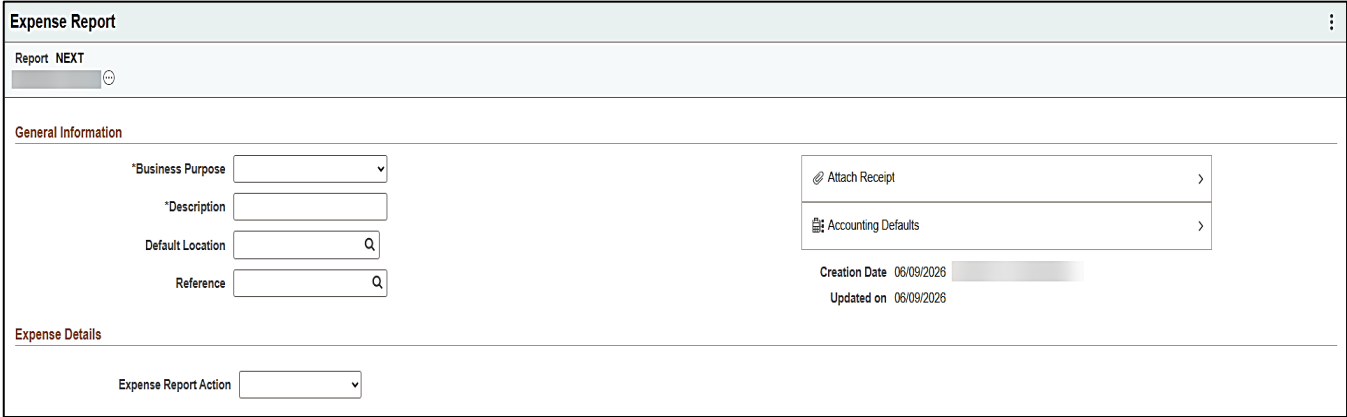
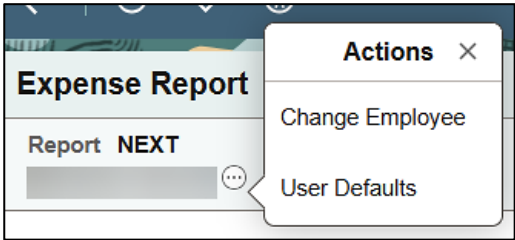
Users can also enter a specific name or employee ID in the **Search Employee** field.

Search Employee

For this scenario, the employee is selected from the list.

- Click the applicable name on the **Employee Search** page.

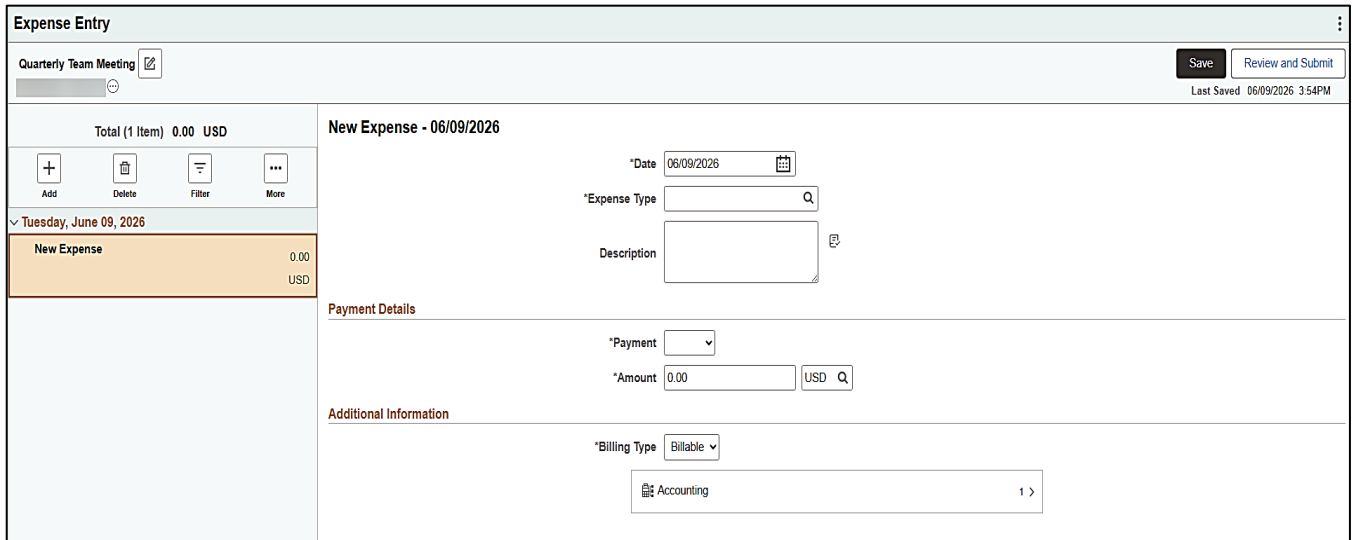
Empl ID ↕	Name ↕

Step	Action
	The Expense Report page displays for the employee. 
	If the incorrect employee was selected, click the Related Action button next to the employee's name and the Actions menu displays. Select the Change Employee option to select a different employee. 
4.	Click the Business Purpose dropdown button and select the applicable option. 
5.	Enter a description in the Description field. 
	This field has a limit of 30 characters.
6.	Enter or select the location for the expense in the Default Location field. 

Step	Action
	While this is not a required field, it is recommended to complete as it populates on expense lines that require location. If the location is not listed, select the In State Standard or Out of State Standard option as applicable.
	The Reference field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field. Reference Q
7.	Click the Attach Receipt button to add documents/receipts as applicable. Note: Users can add up to ten (10) attachments at one time.  Attach Receipt >
	See the Appendix section of this Job Aid for a list of allowed extensions that can be used as attachments in Cardinal.
	If the Expense Report needs to be charged to a distribution that differs from what is set up on the Employee Profile page, it can only be done on this page (General Information) by clicking the Accounting Defaults button to make updates as needed. See the Updating the Default Accounting ChartFields for an Expense Report section of this Job Aid for details on this process.
8.	Click the Expense Report Action drop-down button and select “Add Expense Lines”. Expense Report Action Add Expense Lines ▼
	The Expense Report ID number displays in the Header for several seconds, as the Expense Entry page displays. Expense Entry ⋮ Expense Report ID 0000487529, Quarterly meeting, has been created.

Step	Action
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The **Expense Entry** page displays.



The screenshot shows the 'Expense Entry' page. At the top, there's a header with 'Expense Entry' and a menu icon. Below that, a 'Quarterly Team Meeting' entry is shown with a 'Save' button and a 'Review and Submit' button. The 'Total (1 Item)' is 0.00 USD. The 'New Expense - 06/09/2026' section includes a date field set to 06/09/2026, an 'Expense Type' field with a search icon, a 'Description' field, and a 'Payment Details' section with 'Payment' and 'Amount' fields. The 'Amount' is 0.00 USD. There's also an 'Additional Information' section with a 'Billing Type' dropdown set to 'Billable' and an 'Accounting' field with a search icon.

9.	Enter or update the Date field. Note: This fields defaults with the current date. *Date 06/09/2026 
10.	Select the Expense Type using the Expense Type Look up icon. *Expense Type 
	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: • A listing of the expense types configured in Cardinal • Description of each expense type • Additional required fields that display for each expense type • The Default Account code for the expense type Once the Expense Type is selected, the required fields display on the expense line as applicable.

Step	Action
11.	Enter a description for the expense in the Description field. Description
	This field holds a maximum of 254 characters including spaces.
12.	Click the Payment drop-down button and select “Check”. If this field defaults, proceed to the next Step. *Payment
	“Check” is the only option for this field.
13.	Enter the amount for the expense in the Amount field if applicable. *Amount 0.00 USD
	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. *Billing Type Billable
14.	Enter, select, or update the location for the expense in the Expense Location field if it does not default or if the default value needs to be changed. For this scenario “Williamsburg”. If the selected Expense Type does not require an Expense Location, proceed to the next step. *Expense Location Williamsburg/James City(Yorl



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Step	Action
	The Location field is required and defaults to the value that was selected in the Default Location field in the General Information section if it was entered. If a different location is required for the expense, update as applicable. If the location is not listed, select the In State Standard or Out of State Standard option as applicable.
15.	Click the Per Diem Range dropdown button and select “0-999” if this value does not default. Note: For this scenario, the Per Diem Range fields displays because of the expense type selected. This field does not display for all expense types. *Per Diem Range ▼ 
	By selecting the Per Diem Range, this populates the Amount field when entering expense types for meals and per diem incidentals. “0-999” is the only option available to select for this field.
	The Per Diem Deductions is not used in Cardinal.  Per Diem Deductions >
16.	Click the Accounting button to view and make updates to the accounting distribution for the expense if applicable. If there is no need to view and/or update the distribution, proceed to Step 20.  Accounting 1 >

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

Cancel

Expense Report Distributions

Done

Expense Type All Meals - Travel Day

Amount 56.25 USD

Accounting Details

GL ChartFields

Project ChartFields

Show All

Amount ↑↓	*GL Unit ↑↓	Monetary Amount ↑↓	SpeedType Key ↑↓	Currency Code ↑↓	Exchange Rate ↑↓	*Account ↑↓	Fund ↑↓	Program ↑↓	Department ↑↓				
+ -	56.25	15100	56.25	Q	USD	1.00000000	5012880	Q	01000	Q	737003	Q	97200



Accounts Payable Job Aid

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Step	Action
	The Accounting Details auto populate: • The Account field is populated based on the expense type • The remaining fields are populated based on the values set up on the employee's Employee Profile page
	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 from the SpeedType Key field. Once the SpeedType Key field is populated, additional ChartFields may be needed to complete the distribution as applicable. To see SpeedTypes that have been set up at the user's Agency, run the FIN0007_SPEEDTYPES query. SpeedType Key ↑↓
17.	Click the Project ChartFields tab to enter distribution information if the expense is being charged to a project. If the expense is not being charged to a project, go to Step 20. GL ChartFields Project ChartFields Show All
The Project ChartFields page displays. Cancel Expense Report Distributions Done Expense Type All Meals - Travel Day Amount 56.25 USD Accounting Details 1 row GL ChartFields Project ChartFields Show All Amount ↑↓ PC Bus Unit ↑↓ Project ↑↓ Activity ↑↓ Source Type ↑↓ Category ↑↓ Subcategory ↑↓ + - 56.25	
18.	Complete the PC Bus Unit, Project, and Activity fields. PC Bus Unit ↑↓ Project ↑↓ Activity ↑↓

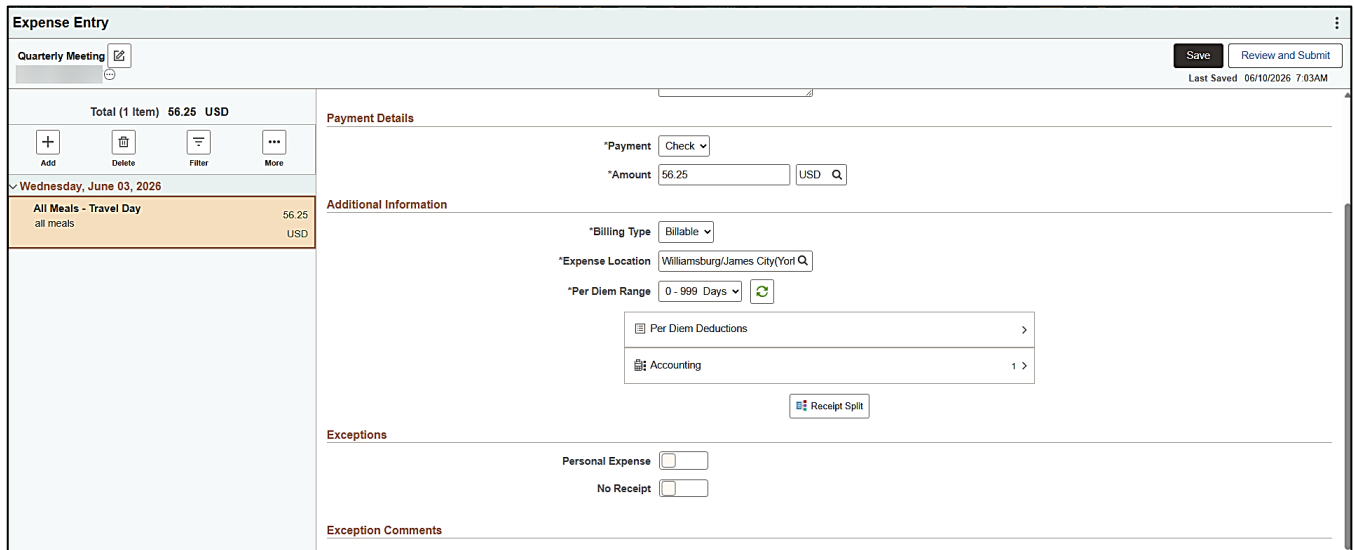


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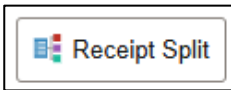
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Step	Action
	The PC Bus Unit field must be completed first to enable projects for the Business Unit. All three fields (PC Bus Unit , Project , and Activity) must be completed when charging to a project.
19.	Click the Done button. 
	If the accounting distribution for the entire Expense Report needs to be updated, see the Updating the Default Accounting ChartFields for an Expense Report section of this Job Aid for details.

The **Expense Entry** page redisplays.



The screenshot shows the 'Expense Entry' form. On the left, there's a list of items with a total of 56.25 USD. The main form area is divided into sections: 'Payment Details' with fields for *Payment (Check), *Amount (56.25 USD), *Billing Type (Billable), *Expense Location (Williamsburg/James City/York Q), and *Per Diem Range (0 - 999 Days). Below this is 'Additional Information' with expandable sections for 'Per Diem Deductions' and 'Accounting'. At the bottom, there's an 'Exceptions' section with 'Personal Expense' and 'No Receipt' checkboxes, and an 'Exception Comments' field. A 'Receipt Split' button is also visible.

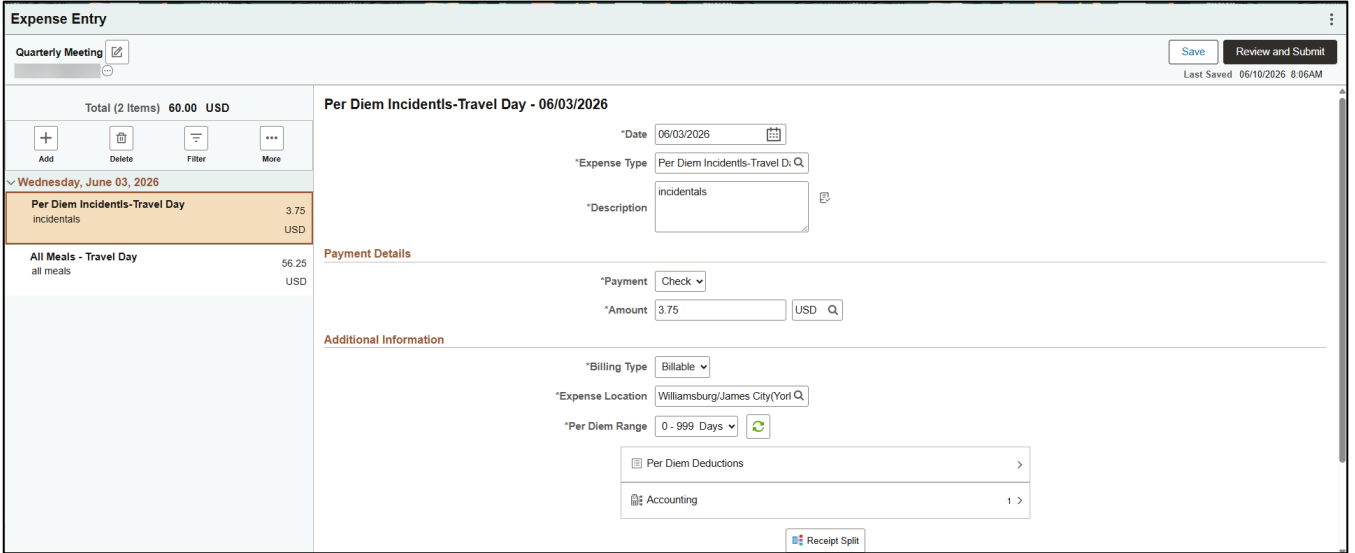
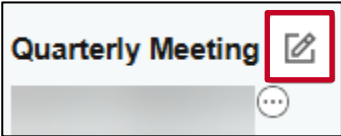
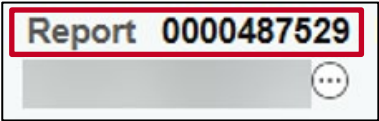
	The Receipt Split is not used in Cardinal. 
	If the employee does not have a receipt for an expense, follow Agency guidelines regarding the use of the No Receipt toggle. 

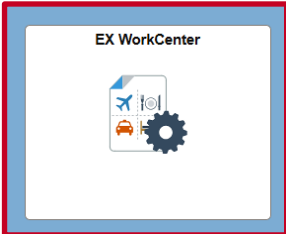
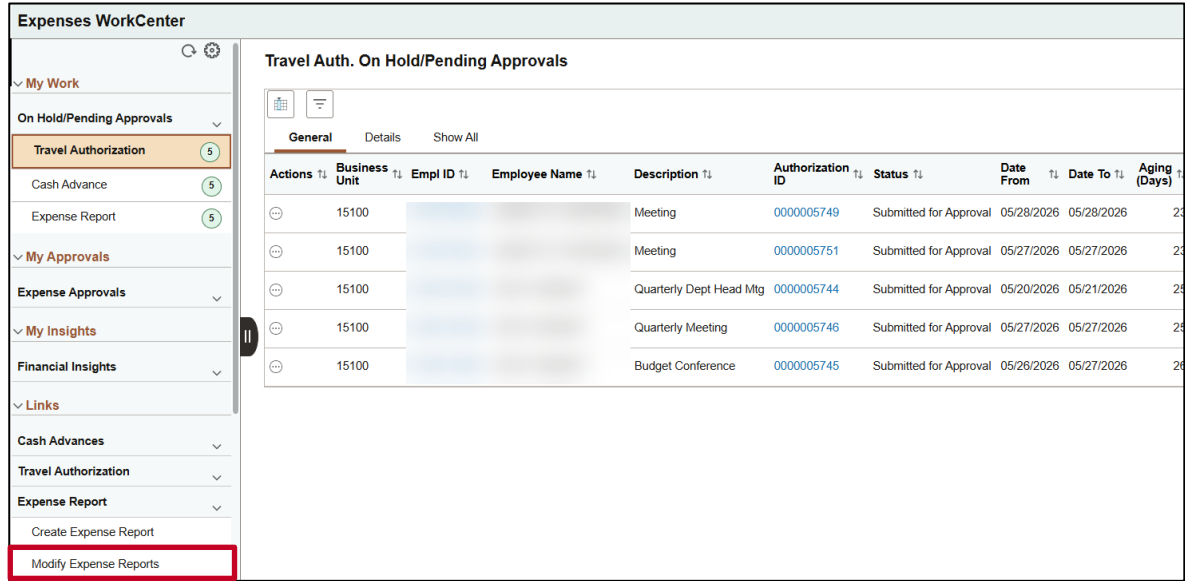
Step	Action
20.	Click the Personal Expense toggle if the expense was prepaid or direct billed and the employee should not be reimbursed for that specific expense. Otherwise, do not change the toggle. Personal Expense ☒
	For more information about non-reimbursable expenses, see the Job Aid titled AP315A Entering Non-Reimbursable Expenses. This Job Aid is located on the Cardinal website in Job Aids under Learning.
21.	Click the Add Expense button on the left side of the Expense Entry page to add an additional expense line.  Add
22.	Repeat Steps 8-21 until all anticipated expenses have been entered. For this scenario, a line is added for Per Diem Incidentals-Travel Day. Note: The required fields will vary based on the expense being entered. See the Job Aid titled AP315A Expense Type Coding – Online Agency for details on which fields are required for each expense type. This Job Aid is located on the Cardinal website in Job Aids under Learning.
	If the Expense Report is ready for submission, go to Step 32. If the Expense Report is not ready for submission, proceed to the next step.
23.	Click the Save button at the top left of the page. Save Review and Submit

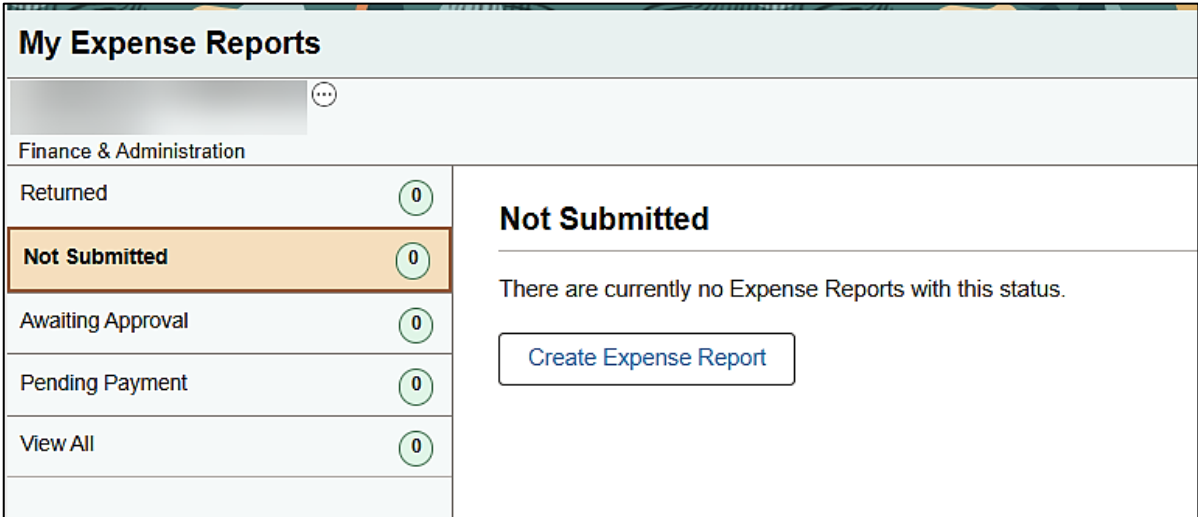
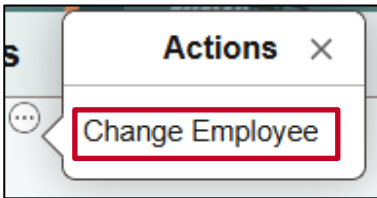
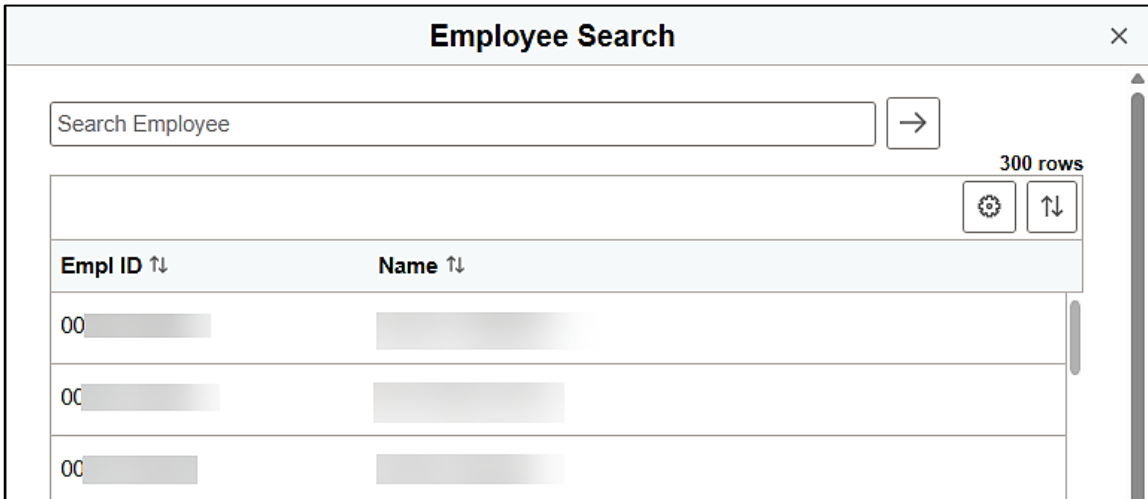


Accounts Payable Job Aid

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Step	Action
	The Expense Entry page saves.  The screenshot shows the 'Expense Entry' page. On the left, there's a list of items: 'Per Diem Incidentals-Travel Day' for 3.75 USD and 'All Meals - Travel Day' for 56.25 USD. The main area is titled 'Per Diem Incidentals-Travel Day - 06/03/2026'. It includes fields for Date (06/03/2026), Expense Type (Per Diem Incidentals-Travel D: Q), Description (incidentals), Payment (Check), Amount (3.75 USD), Billing Type (Billable), Expense Location (Williamsburg/James City(Yorl Q), and Per Diem Range (0 - 999 Days). There are also sections for 'Per Diem Deductions' and 'Accounting'.
24.	Click the General Information icon to view the Expense Report number if it was not recorded upon initial entry.  The screenshot shows the 'Expense Entry' page with the 'General Information' icon (a square with a pencil) highlighted with a red box.
	The General Information page displays.  The screenshot shows the 'General Information' page. It displays the Report number '0000487529' and status 'Pending'. The 'General Information' section includes fields for Business Purpose (Meeting), Description (Quarterly Meeting), Default Location (Williamsburg/James City(Yc Q), and Reference. There are also links for 'Attach Receipt' and 'Accounting Defaults'. The creation date is 06/10/2026 by JEANETTE THOMPkins, and it was updated on 06/10/2026 by JEANETTE THOMPkins.
	The Expense Report number and status display at the top left of the page.  The screenshot shows the 'General Information' page with the Report number '0000487529' and status 'Pending' highlighted with a red box.
25.	Make note of the Expense Report number as applicable.

Step	Action
	To update and/or submit the Expense Report after it was saved, navigate to the Modify Expense Reports page.
26.	Click the EX WorkCenter tile on the Cardinal HCM Homepage. 
27.	Use the following navigation path in the WorkCenter: Links > Expense Report > Modify Expense Reports 

Step	Action
	The My Expense Reports page displays. 
	 This page defaults based on the user's (Expense Employee) information. For this scenario, the Expense Employee is updating for an employee for whom they are a Proxy.
28.	Click the Related Actions icon in the header section of the page and select Change Employee. 
	The Employee Search page displays in a pop-up window. 

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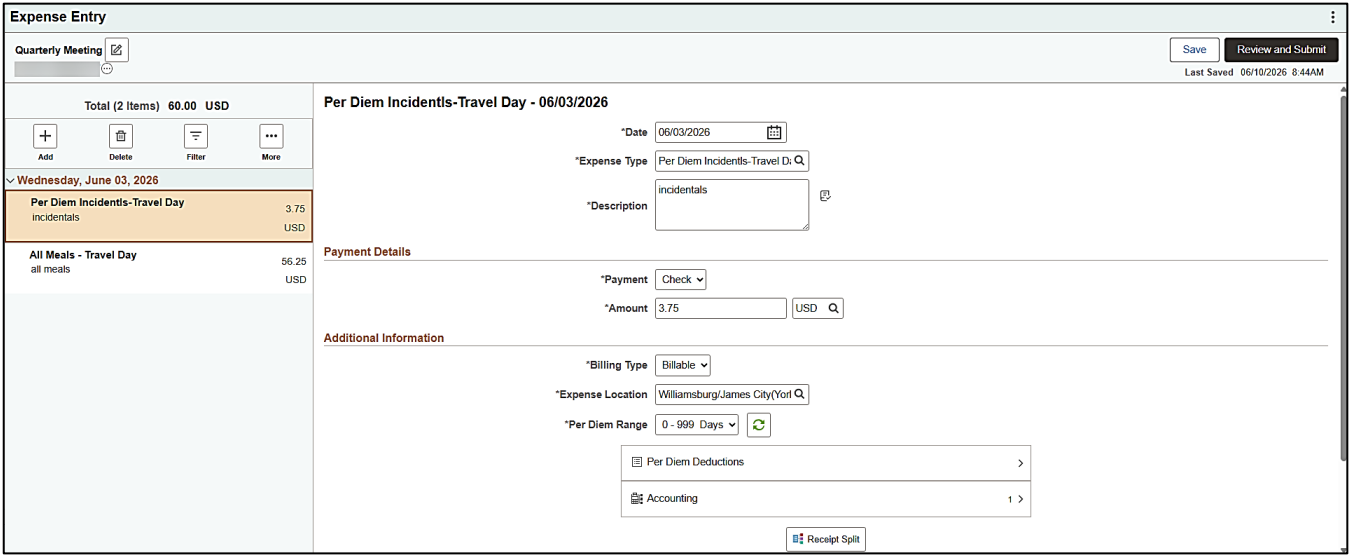
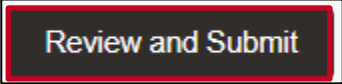
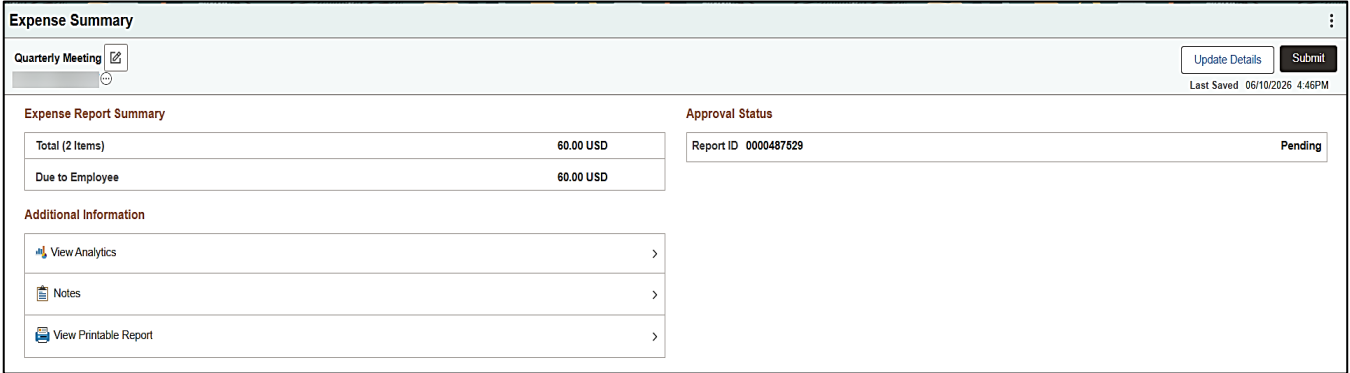
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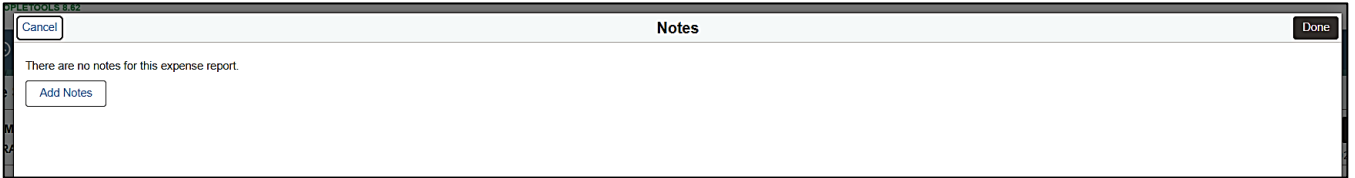
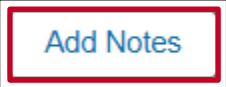
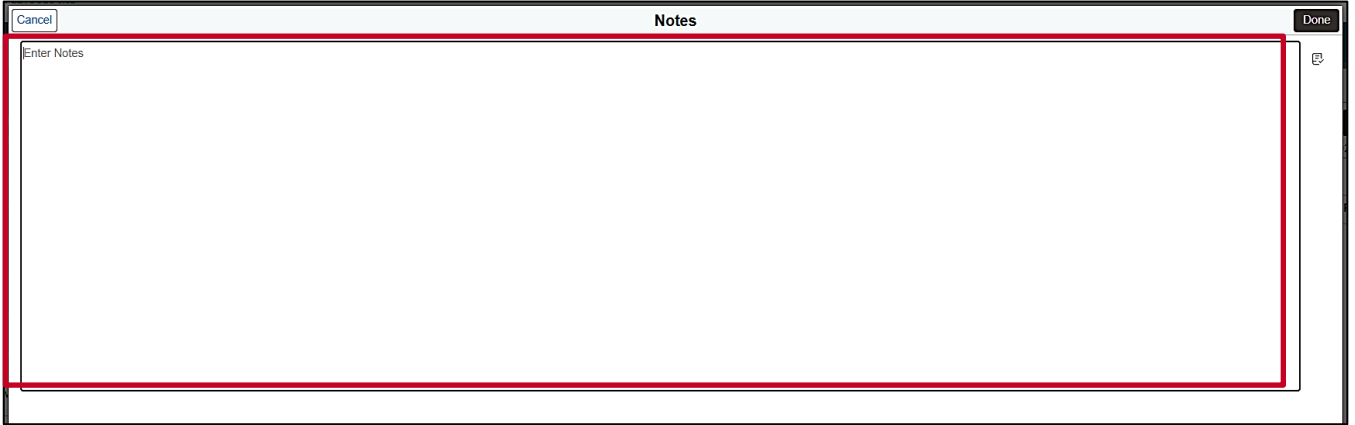
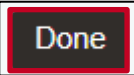
Step	Action												
29.	Click the applicable employee’s name or use the Search Employee field if needed. 00												
The My Expense Reports page refreshes and the displays for the applicable employee. My Expense Reports Payroll Production Returned0 Not Submitted1 Awaiting Approval0 Pending Payment0 View All1 Not Submitted Create Expense Report <table><tr><th>Actions</th><th>Description</th><th>Business Purpose</th><th>Report ID</th><th>Updated Date</th><th>Amount</th></tr><tr><td> </td><td>Quarterly Meeting</td><td>Meeting</td><td>0000487529</td><td>06/10/2026</td><td>60.00 USD</td></tr></table>		Actions	Description	Business Purpose	Report ID	Updated Date	Amount		Quarterly Meeting	Meeting	0000487529	06/10/2026	60.00 USD
Actions	Description	Business Purpose	Report ID	Updated Date	Amount								
	Quarterly Meeting	Meeting	0000487529	06/10/2026	60.00 USD								
i	The Navigation panel displays statuses and counts for the Expense Reports for the selected employee: Returned – displays the total Expense Reports send back by the approver Not Submitted – displays the total saved Expense Reports Awaiting Approval – displays the total Expense Reports submitted and pending approval Pending Payment – displays the total of approved Expense Reports approved but not paid View All – displays the total from all statuses												
i	Users can take additional actions from this page by clicking the Related Actions icon. For this scenario, the report will be submitted. Not Submitted Create Expense Report Actions Copy To New Report Delete Report Send Notification Copy To New Report – Select this option to copy the entire Expense Report into a new Expense Report. Delete Report – Select this option to Delete the Expense Report. See the Job Aid AP315A Updating, Deleting, and Withdrawing Expense Transactions for details. Send Notification – Select this option to send an email notification for the Expense Report.												
30.	Click the line for the desired Expense Report in the Transaction panel that needs to be updated/modified. Quarterly Meeting Meeting 0000487529 06/10/2026 60.00 USD												

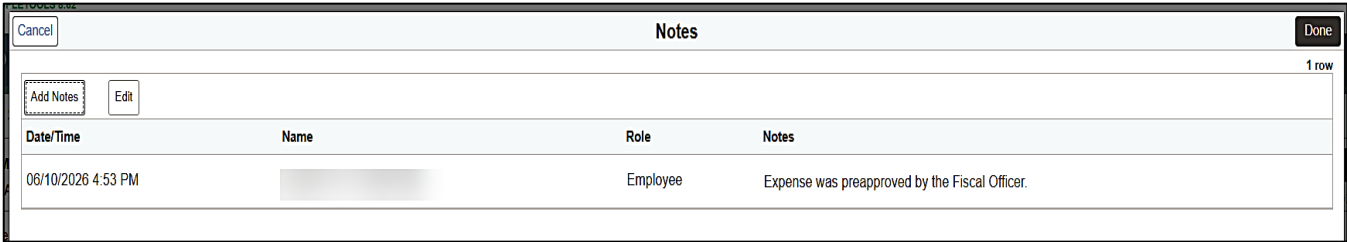
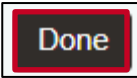
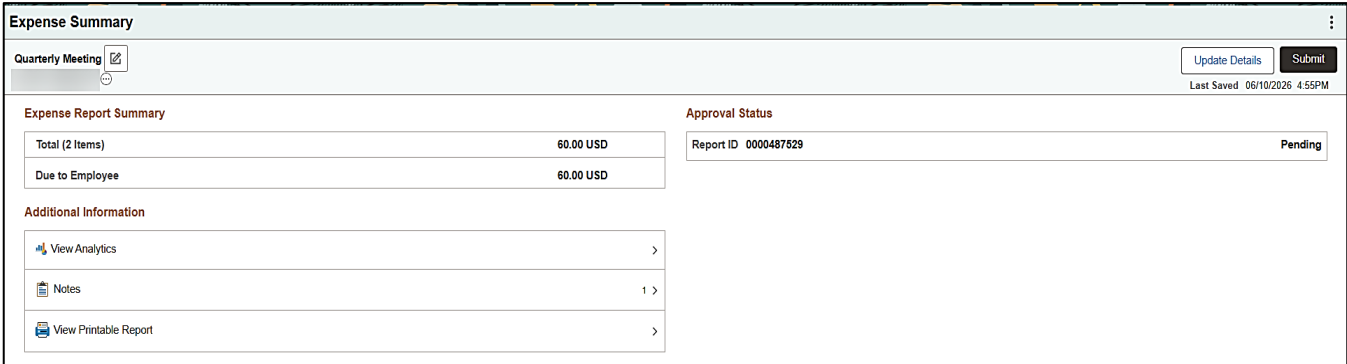
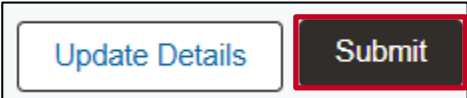


Accounts Payable Job Aid

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Step	Action
	The Expense Entry page displays.  The screenshot shows the 'Expense Entry' page. On the left, there's a sidebar with a 'Quarterly Meeting' header and a list of items: 'Total (2 Items) 60.00 USD', 'Per Diem Incidentis-Travel Day' (3.75 USD), and 'All Meals - Travel Day' (56.25 USD). The main area is titled 'Per Diem Incidentis-Travel Day - 06/03/2026'. It includes fields for 'Date' (06/03/2026), 'Expense Type' (Per Diem Incidentis-Travel D.), 'Description' (incidentals), 'Payment' (Check), 'Amount' (3.75 USD), 'Billing Type' (Billable), 'Expense Location' (Williamsburg/James City(Yorl)), and 'Per Diem Range' (0 - 999 Days). There are also sections for 'Payment Details' and 'Additional Information' with expandable options like 'Per Diem Deductions' and 'Accounting'. Buttons for 'Save', 'Review and Submit', and 'Receipt Split' are visible.
31.	Make any applicable updates or additions to the Expense Report. For this scenario, no additional lines or edits are required.
32.	Click the Review and Submit button.  A rectangular button with a red border and the text 'Review and Submit' in white.
	The Expense Summary page displays.  The screenshot shows the 'Expense Summary' page. It has a 'Quarterly Meeting' header and buttons for 'Update Details' and 'Submit'. The 'Expense Report Summary' section shows 'Total (2 Items) 60.00 USD' and 'Due to Employee 60.00 USD'. The 'Approval Status' section shows 'Report ID 0000487529' and 'Pending'. The 'Additional Information' section has links for 'View Analytics', 'Notes', and 'View Printable Report'.

Step	Action
33.	Click the Notes icon to add an internal note to the Expense Report. If a note is not needed, go to Step 38. 
The Notes page displays in a pop-up window. 	
34.	Click the Add Notes button. 
The Enter Notes field displays. 	
35.	Enter applicable notes.
36.	Click the Done button. 

Step	Action
	The page refreshes. 
	Cardinal automatically applies a Date/Time stamp on the note, adds the name of the user that entered the note and displays the note in Notes column.
37.	Click the Done button. 
	The Expense Summary page re-displays with the Notes field count of “1”. 
	The View Analytics button displays a View Analytics page where the user can view a Summary of the Expense Report in the following ways: • Date/Type • Department • Project/Activity The View Printable Report button opens a new window with a printable version of the Expense Report.
38.	Click the Submit button. 



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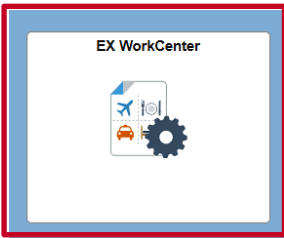
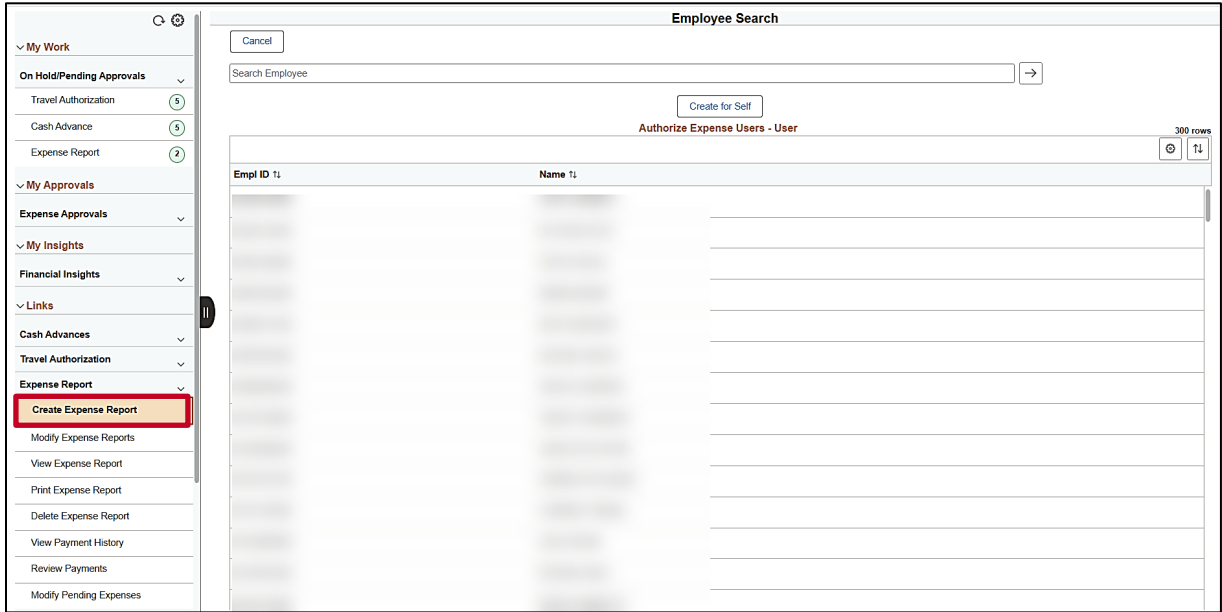
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Step	Action																
	The Submission Confirmation message displays in a pop-up window. Submission Confirmation By clicking submit, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Cancel																
39.	Click the Submit button. Submit																
The My Expense Reports Awaiting Approval page displays. My Expense Reports Payroll Production Returned0 Not Submitted0 Awaiting Approval1 Pending Payment0 View All1 Awaiting Approval Create Expense Report <table><tr><th>Actions</th><th>Description</th><th>Report ID</th><th>Status</th><th>Approver</th><th>Role</th><th>Updated Date</th><th>Amount</th></tr><tr><td> </td><td>Quarterly Meeting</td><td>0000487529</td><td>Submitted for Approval</td><td> </td><td>Fiscal Officer</td><td>06/10/2026</td><td>60.00 USD</td></tr></table>		Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount		Quarterly Meeting	0000487529	Submitted for Approval		Fiscal Officer	06/10/2026	60.00 USD
Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount										
	Quarterly Meeting	0000487529	Submitted for Approval		Fiscal Officer	06/10/2026	60.00 USD										
	The Expense Report status is “Submitted for Approval” and the Awaiting Approval field updates as applicable. An Expense Report can also be created from this page by clicking the Create Expense Report button.																

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.

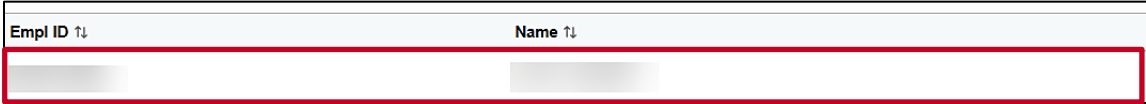
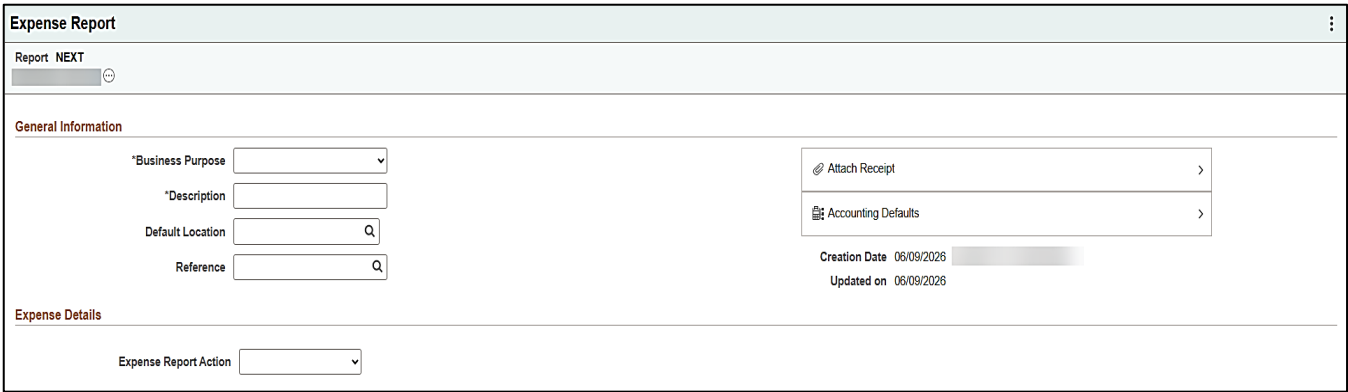
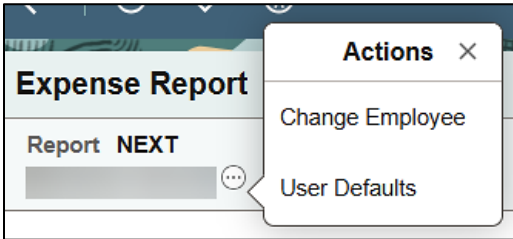
When an expense line is copied, it copies all the information from the line to include the ChartField distribution information. Copied expense lines can be updated as applicable.

Step	Action
1.	Navigate to the Create Expense Report page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Expense Report > Create Expense Report 

The **Employee Search** page displays.



For this scenario, the employee is selected from the list.

Step	Action
3.	Click the applicable name on the Employee Search page. 
The Expense Report page displays for the employee. 	
	If the incorrect employee was selected, click the Related Actions button next to the employee's name and the Actions menu displays. Select the Change Employee option to select a different employee. 
4.	Enter expense transactions as applicable. See the section in this Job Aid titled Creating an Expense Report for details on creating an Expense Report.
	Expense types that will require entry for more than one day should only be entered once.



Accounts Payable Job Aid

AP315A Creating and Managing Expense Reports

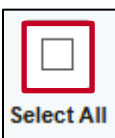
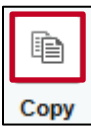
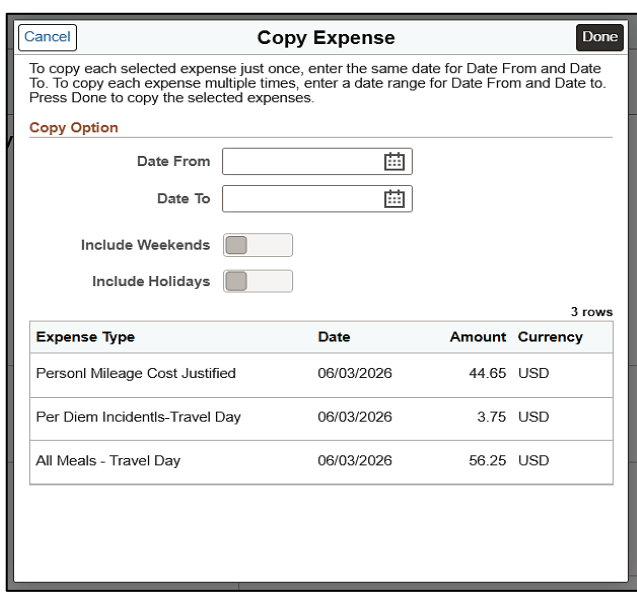
Step	Action
	The Expense Entry page displays all entered transactions. Expense Entry Quarterly Meeting Total (5 Items) 250.02 USD Add Delete Filter More Wednesday, June 03, 2026 Personl Mileage Cost Justified 44.65 USD Lodging hotel stay 110.00 USD Lodging Fees and Taxes fees and taxes 35.37 USD Per Diem Incidentals-Travel Day incidentals 3.75 USD All Meals - Travel Day all meals 56.25 USD Personl Mileage Cost Justified - 06/03/2026 *Date 06/03/2026 *Expense Type Personl Mileage Cost Justifie *Description Roundtrip mileage for meeting Mileage Starting Point 6800 Paragon Place Richmond Virginia 23230 US Ending Point 1010 Kingsmill Rd Williamsburg Virginia US Round Trip ☐ Calculate GPS Distance Display Map Miles Calculated 61.58 *Miles 61.58 x 0.7250 Payment Details *Payment Check *Amount 44.65 USD
	For this scenario, the mileage, meals, and per diem incidentals expense lines will be copied.
5.	Click the More button in the left hand menu. ... More



Accounts Payable Job Aid

AP315A Creating and Managing Expense Reports

Step	Action																										
	The page refreshes and additional options display. Expense Entry Quarterly Meeting CATHY GRAVATT Save Review and Submit Last Saved 06/11/2026 8:27AM <table><tr><td colspan="2">Total (5 Items) 250.02 USD</td></tr><tr><td> 0 Selected</td><td></td></tr><tr><td colspan="2">▼ Wednesday, June 03, 2026</td></tr><tr><td>☐ Personl Mileage Cost Justified</td><td>44.65</td></tr><tr><td>Roundtrip mileage for meeting</td><td>USD</td></tr><tr><td>☐ Lodging</td><td>110.00</td></tr><tr><td>hotel stay</td><td>USD</td></tr><tr><td>☐ Lodging Fees and Taxes</td><td>35.37</td></tr><tr><td>fees and taxes</td><td>USD</td></tr><tr><td>☐ Per Diem Incidentis-Travel Day</td><td>3.75</td></tr><tr><td>incidentals</td><td>USD</td></tr><tr><td>☐ All Meals - Travel Day</td><td>56.25</td></tr><tr><td>all meals</td><td>USD</td></tr></table>	Total (5 Items) 250.02 USD		0 Selected		▼ Wednesday, June 03, 2026		☐ Personl Mileage Cost Justified	44.65	Roundtrip mileage for meeting	USD	☐ Lodging	110.00	hotel stay	USD	☐ Lodging Fees and Taxes	35.37	fees and taxes	USD	☐ Per Diem Incidentis-Travel Day	3.75	incidentals	USD	☐ All Meals - Travel Day	56.25	all meals	USD
Total (5 Items) 250.02 USD																											
0 Selected																											
▼ Wednesday, June 03, 2026																											
☐ Personl Mileage Cost Justified	44.65																										
Roundtrip mileage for meeting	USD																										
☐ Lodging	110.00																										
hotel stay	USD																										
☐ Lodging Fees and Taxes	35.37																										
fees and taxes	USD																										
☐ Per Diem Incidentis-Travel Day	3.75																										
incidentals	USD																										
☐ All Meals - Travel Day	56.25																										
all meals	USD																										
6.	Select the checkbox next to the expense lines to be copied. Total (5 Items) 250.02 USD ☐ 3 Selected ▼ Wednesday, June 03, 2026 ☒ Personl Mileage Cost Justified 44.65 Roundtrip mileage for meeting USD ☐ Lodging 110.00 hotel stay USD ☐ Lodging Fees and Taxes 35.37 fees and taxes USD ☒ Per Diem Incidentis-Travel Day 3.75 incidentals USD ☒ All Meals - Travel Day 56.25 all meals USD																										

Step	Action
	The Select All checkbox can be clicked on when all expense lines are being copied. 
7.	Click the Copy button. 
The Copy Expense page displays in a pop-up window. 	
8.	Enter or select the first date to copy the select expenses to in the Date From field. 
9.	Enter or select the last date in the range in the Date To field. 



Accounts Payable Job Aid

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Step	Action
	The Include Weekends and Include Holidays field toggles are automatically selected when the Date From and Date To fields are entered. Copy Option Date From 06/04/2026 Date To 06/04/2026 Include Weekends ☒ Include Holidays ☒ • Include Weekends should be selected if the weekend falls within the approved date range • Include Holidays should be selected to include Holidays that fall within the selected date range If these should not be selected, click the toggle to deselect the applicable option(s). If there are no weekends or Holidays within the selected date range, leaving the toggles selected will not have an impact to the Expense Report.
10.	Click the Done button. Cancel Copy Expense Done To copy each selected expense just once, enter the same date for Date From and Date To. To copy each expense multiple times, enter a date range for Date From and Date to. Press Done to copy the selected expenses.

The **Expense Entry** page redisplays with the copied lines added.

Expense Entry

Quarterly Meeting 

Total (8 Items) 354.67 USD

+

-

AddDeleteFilterMore

Thursday, June 04, 2026

Personl Mileage Cost Justified

Roundtrip mileage for meeting

44.65

USD

Per Diem Incidentis-Travel Day

Incidentals

3.75

USD

All Meals - Travel Day

all meals

56.25

USD

Wednesday, June 03, 2026

Lodging Fees and Taxes

fees and taxes

35.37

USD

Lodging

hotel stay

110.00

USD

Personl Mileage Cost Justified

Roundtrip mileage for meeting

44.65

USD

Per Diem Incidentis-Travel Day

Incidentals

3.75

USD

Personl Mileage Cost Justified - 06/03/2026

*Date

*Expense Type

*Description

Mileage

Starting Point

Ending Point

Round Trip ☐

Calculate GPS Distance

Display Map

Miles Calculated 61.58

*Miles x 0.7250

Payment Details

*Payment

*Amount USD

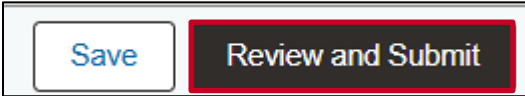
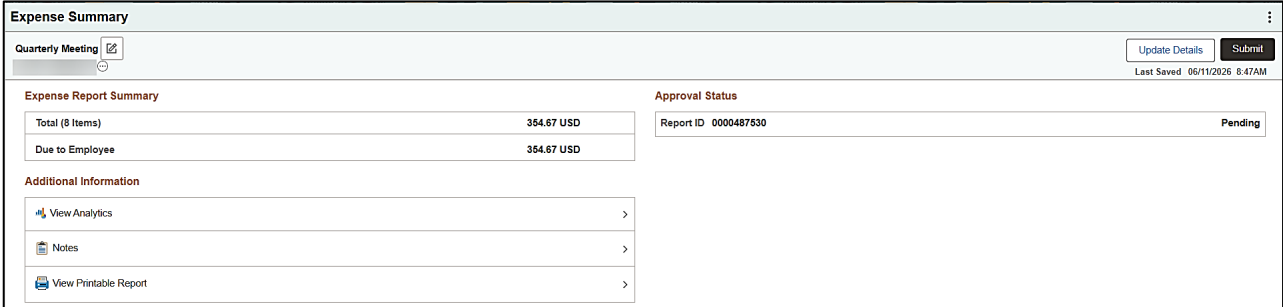
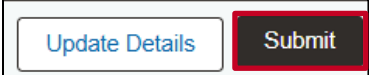
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Accounts Payable Job Aid

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Step	Action
	When expenses include multiple days, the most recent date displays at the top (reverse chronological order). Copying expense lines copies all fields and ChartField distributions from the selected line(s). These fields can be updated, if applicable.
11.	Review the expense lines to verify all selected lines copied and make any necessary updates.
	It is very important to review the expenses lines to verify all copied lines were added.
12.	Enter any additional expense lines if applicable.
13.	Click the Review and Submit button. 
The Expense Summary page displays. 	
14.	Click the Submit button. 



Accounts Payable Job Aid

AP315A Creating and Managing Expense Reports

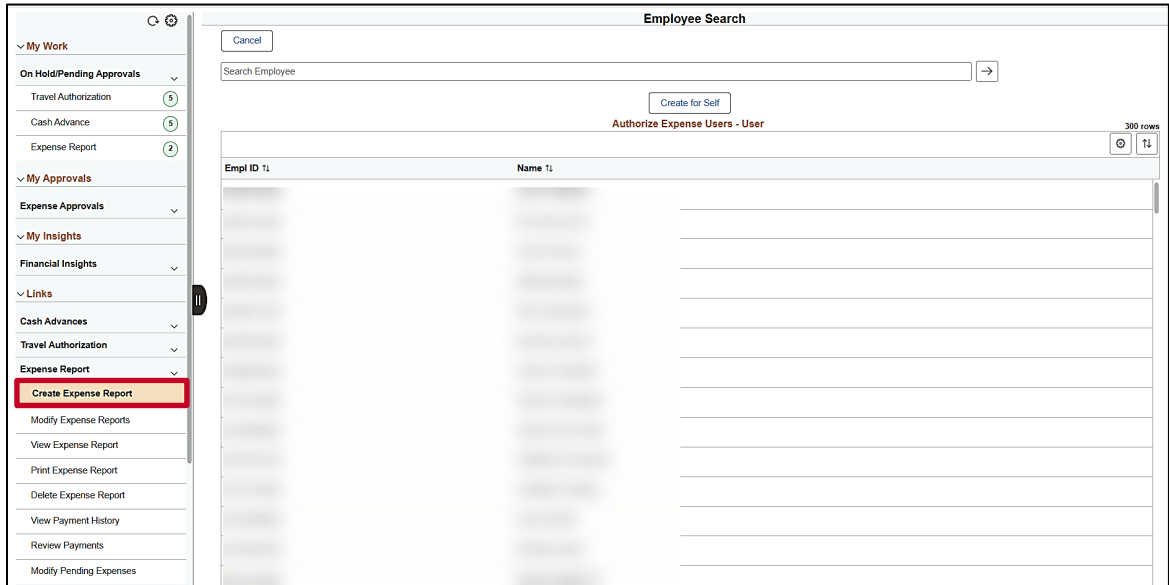
Step	Action																								
	The Submission Confirmation message displays in a pop-up window. Submission Confirmation By clicking submit, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Cancel																								
15.	Click the Submit button. Submit																								
	The My Expense Reports Awaiting Approval page displays with the submitted Expense Report. My Expense Reports Payroll Production Returned 0 Not Submitted 0 Awaiting Approval 2 Pending Payment 0 View All 2 Awaiting Approval Create Expense Report <table><tr><th>Actions</th><th>Description</th><th>Report ID</th><th>Status</th><th>Approver</th><th>Role</th><th>Updated Date</th><th>Amount</th></tr><tr><td> ⊖ </td><td>Quarterly Meeting</td><td>0000487530</td><td>Submitted for Approval</td><td> </td><td>Fiscal Officer</td><td>06/11/2026</td><td>354.67 USD</td></tr><tr><td> ⊖ </td><td>Quarterly Meeting</td><td>0000487529</td><td>Submitted for Approval</td><td> </td><td>Fiscal Officer</td><td>06/10/2026</td><td>60.00 USD</td></tr></table> 2 rows	Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount	⊖	Quarterly Meeting	0000487530	Submitted for Approval		Fiscal Officer	06/11/2026	354.67 USD	⊖	Quarterly Meeting	0000487529	Submitted for Approval		Fiscal Officer	06/10/2026	60.00 USD
Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount																		
⊖	Quarterly Meeting	0000487530	Submitted for Approval		Fiscal Officer	06/11/2026	354.67 USD																		
⊖	Quarterly Meeting	0000487529	Submitted for Approval		Fiscal Officer	06/10/2026	60.00 USD																		
16.	Make note of the Expense Report number which displays in the Report ID field in the Awaiting Approval section. Report ID 0000487530																								

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 it is necessary to change the accounting distribution for the entire Expense Report (e.g., charging to a different Department, Fund, etc.) or to enter split distribution funding.

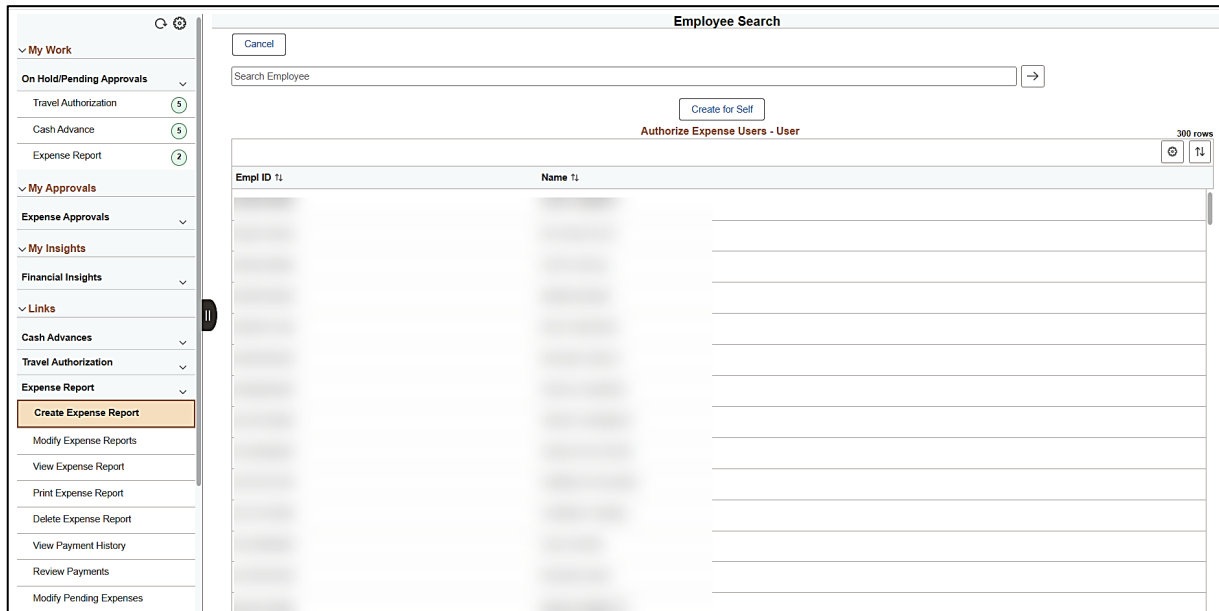
Note: This does not update the Employee Profile defaults. It only updates the distribution for the specific Expense Report.

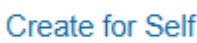
This process can be done upon initial entry of the Expense Report or done after entry of the expense lines by clicking the **General Information** icon.

Step	Action
1.	Navigate to the Create Expense Report page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Expense Report > Create Expense Report 

Step	Action
	Users can also access the Create Expense Report page using the following navigation path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports

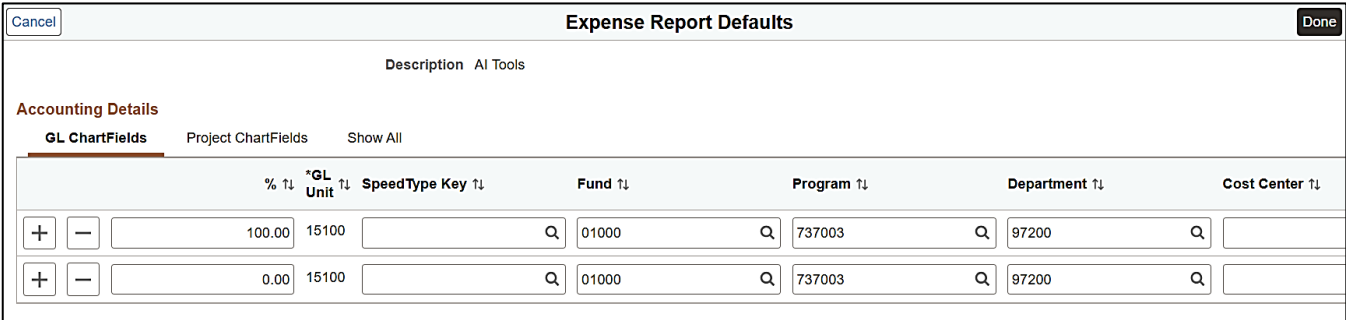
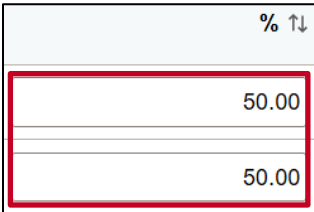
The **Employee Search** page displays.



	This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the Expense Report page. - If the user is creating their own Expense Report and is also a Proxy for others, click the Create for Self button and proceed to Step 3.  - If the Expense Report is being created for another employee, click the applicable name from the list on the Employee Search page. 00 00 M W Users can also enter a specific name or employee ID in the Search Employee field. Search Employee For this scenario, the employee is selected from the list.
---	--

Step	Action
3.	Click the applicable name on the Employee Search page. Empl ID ↑↓ Name ↑↓
The Expense Report page displays for the employee. Expense Report Report NEXT General Information *Business Purpose *Description Default Location Reference Attach Receipt Accounting Defaults Creation Date 06/09/2026 Updated on 06/09/2026 Expense Details Expense Report Action	
4.	Click the Business Purpose dropdown button and select the applicable option. *Business Purpose
5.	Enter a description in the Description field. *Description
	This field has a limit of 30 characters.
6.	Enter or select the location for the expense in the Default Location field. Default Location
	While this is not a required field, it is recommended to complete as it populates on expense lines that require location. If the location is not listed, select the In State Standard or Out of State Standard option as applicable.

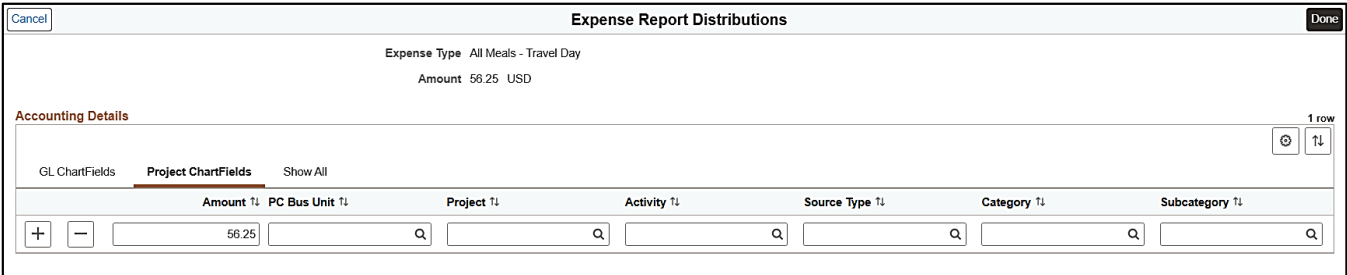
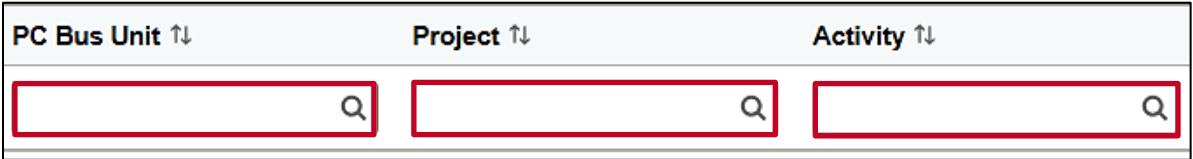
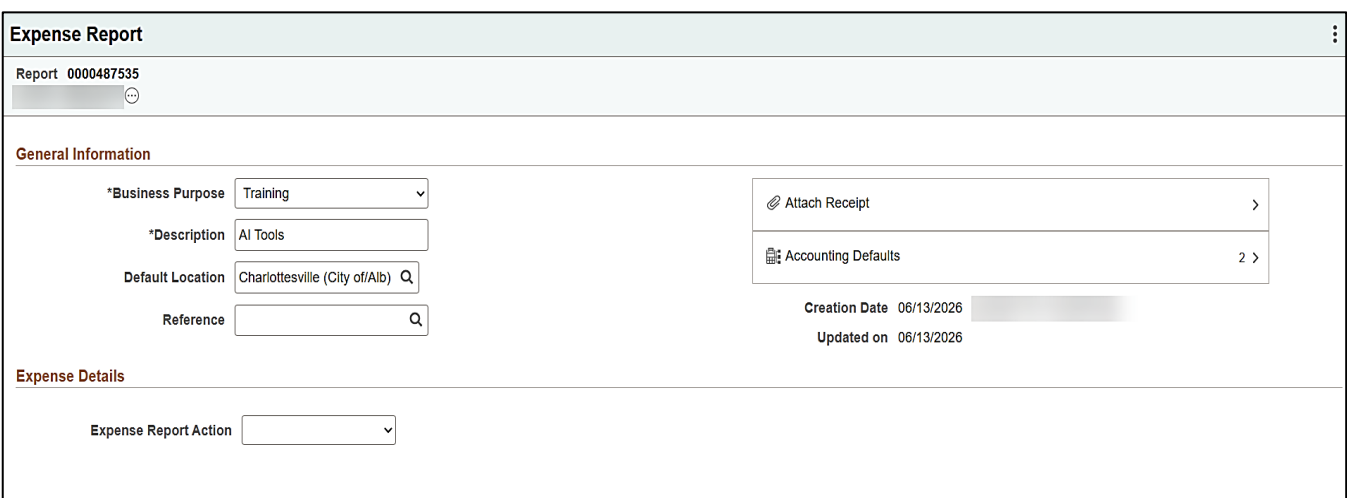
Step	Action
	The Reference field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field. Reference
7.	Click the Accounting Defaults button. Accounting Defaults
	Updating the Distribution for the entire Expense Report can only be done on this page (General Information) and not on the Details page where the expense lines are entered.
The Expense Report Defaults page displays in a pop-up window with the GL ChartFields page displayed by default. Cancel Expense Report Defaults Done Description AI Tools Accounting Details GL ChartFields Project ChartFields Show All % ↑↓ *GL Unit ↑↓ SpeedType Key ↑↓ Fund ↑↓ Program ↑↓ Department ↑↓ Cost Center ↑↓ 100.00 15100 01000 737003 97200	
8.	Enter the applicable ChartField distribution in the Accounting Details section. Accounting Details GL ChartFields Project ChartFields Show All % ↑↓ *GL Unit ↑↓ SpeedType Key ↑↓ Fund ↑↓ Program ↑↓ Department ↑↓ Cost Center ↑↓ 100.00 15100 01000 737003 97200
	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 from the SpeedType Key field. Once the SpeedType Key field is populated, additional ChartFields may be needed to complete the distribution as applicable. To see SpeedTypes that have been set up at the user's Agency, run the FIN0007_SPEEDTYPES query. SpeedType Key ↑↓

Step	Action
9.	Click the Add a New Row (+) button if the cost is being split. If the cost is not being split, proceed to Step 12. 
A new row is added.	
	
10.	Update the percentage being paid by each distribution in the Percent (%) column. For this scenario 50/50 split. 
11.	Enter the applicable distribution information on the added row. 
12.	Click the Project ChartFields tab to enter distribution information if the Expense Report is being charged to a project. If the expense is not being charged to a project, go to Step 14. 
	Users can also click the Show All tab to see all distribution fields from both the GL ChartFields and Project ChartFields tab.



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Step	Action
	The Project ChartFields tab of the Expense Report Distributions page displays.  The screenshot shows the 'Expense Report Distributions' page. At the top, there are 'Cancel' and 'Done' buttons. Below them, it says 'Expense Type All Meals - Travel Day' and 'Amount 56.25 USD'. The 'Accounting Details' section has tabs for 'GL ChartFields', 'Project ChartFields' (which is selected), and 'Show All'. Below the tabs is a table with columns: Amount, PC Bus Unit, Project, Activity, Source Type, Category, and Subcategory. The 'Amount' column has a value of 56.25. There are search icons in the PC Bus Unit, Project, Activity, Source Type, Category, and Subcategory columns.
13.	Complete the PC Bus Unit, Project, and Activity fields.  The screenshot shows three input fields with search icons: 'PC Bus Unit', 'Project', and 'Activity'. Each field is highlighted with a red border.
	The PC Bus Unit field must be completed first to enable projects for the Business Unit. All three fields (PC Bus Unit, Project, and Activity) must be completed when charging to a project.
14.	Click the Done button at the top of the page after all entries are complete.  The screenshot shows the 'Expense Report Defaults' page. At the top, there are 'Cancel' and 'Done' buttons. The page title is 'Expense Report Defaults'.
	The Expense Report page redispays.  The screenshot shows the 'Expense Report' page. At the top, there is a 'Report' number '0000487535'. Below it is a 'General Information' section with fields for '*Business Purpose' (Training), '*Description' (AI Tools), 'Default Location' (Charlottesville (City of/Alb)), and 'Reference'. There are also links for 'Attach Receipt' and 'Accounting Defaults'. At the bottom, there is an 'Expense Details' section with an 'Expense Report Action' dropdown. The 'Creation Date' is 06/13/2026 and the 'Updated on' date is 06/13/2026.

Step	Action
15.	Enter expense transactions as applicable. All expense lines will be charged to the charge distribution(s) information entered in the Accounting Defaults section. See the section in this Job Aid titled Creating an Expense Report for details.
	Updates can be made to the default accounting for an Expense Report after expense lines have been entered. Click the General Information icon at the top right of the page to access the General Information page and make the applicable updates in Accounting Defaults section. Expense Entry Meeting  

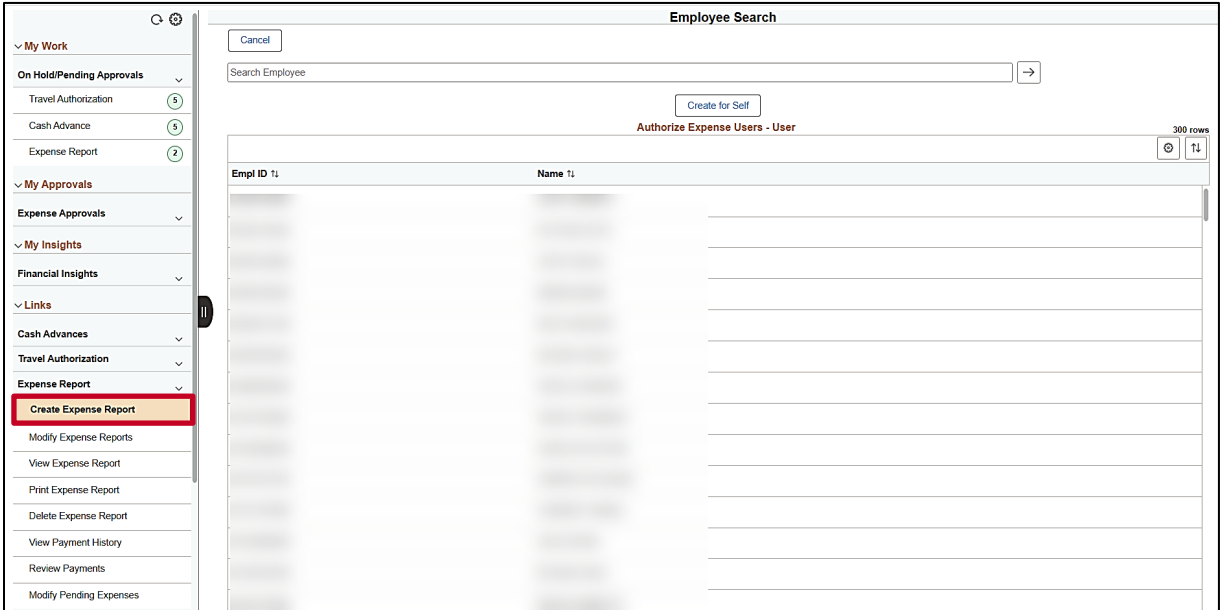


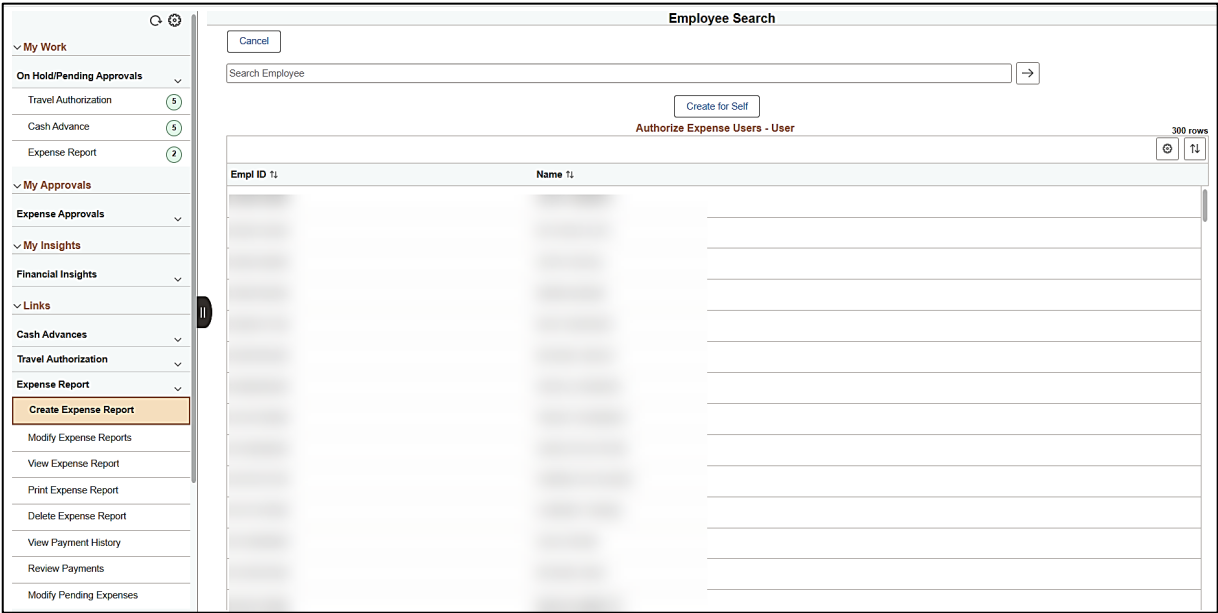
Accounts Payable Job Aid

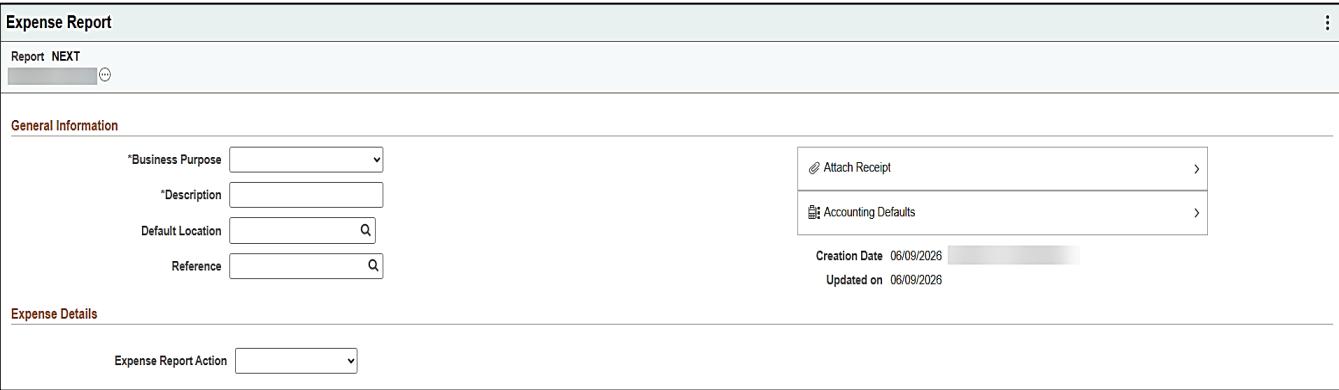
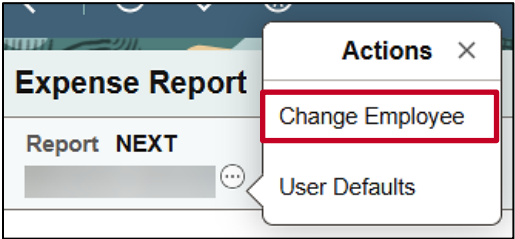
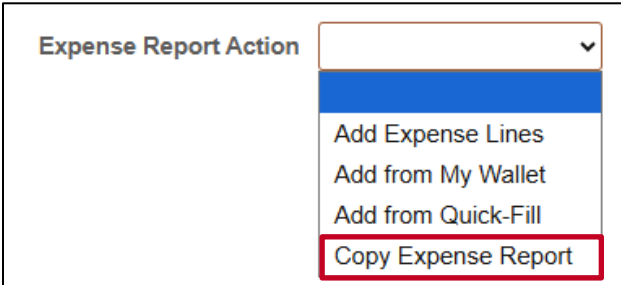
AP315A Creating and Managing Expense Reports

Creating an Expense Report by Copying an Existing Expense Report

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

Step	Action
1.	Navigate to the Create Expense Report page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Expense Report > Create Expense Report 
	Users can also access the Create Expense Report page using the following navigation path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports

Step	Action
	The Employee Search page displays. 
	This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the Expense Report page. - If the user is creating their own Expense Report and is also a Proxy for others, click the Create for Self button and proceed to Step 3.  - If the Expense Report is being created for another employee, click the applicable name from the list on the Employee Search page.  Users can also enter a specific name or employee ID in the Search Employee field.  For this scenario, the employee is selected from the list.
3.	Click the applicable name on the Employee Search page. 

Step	Action
	The Expense Report page displays for the employee. 
	 If the incorrect employee was selected, click the Action button next to the employee's name and the Actions menu displays, and select the Change Employee option to select a different employee. 
4.	Click the Expense Report Action drop-down button. 
5.	Select the Copy Expense Report list item. 



Accounts Payable Job Aid

AP315A Creating and Managing Expense Reports

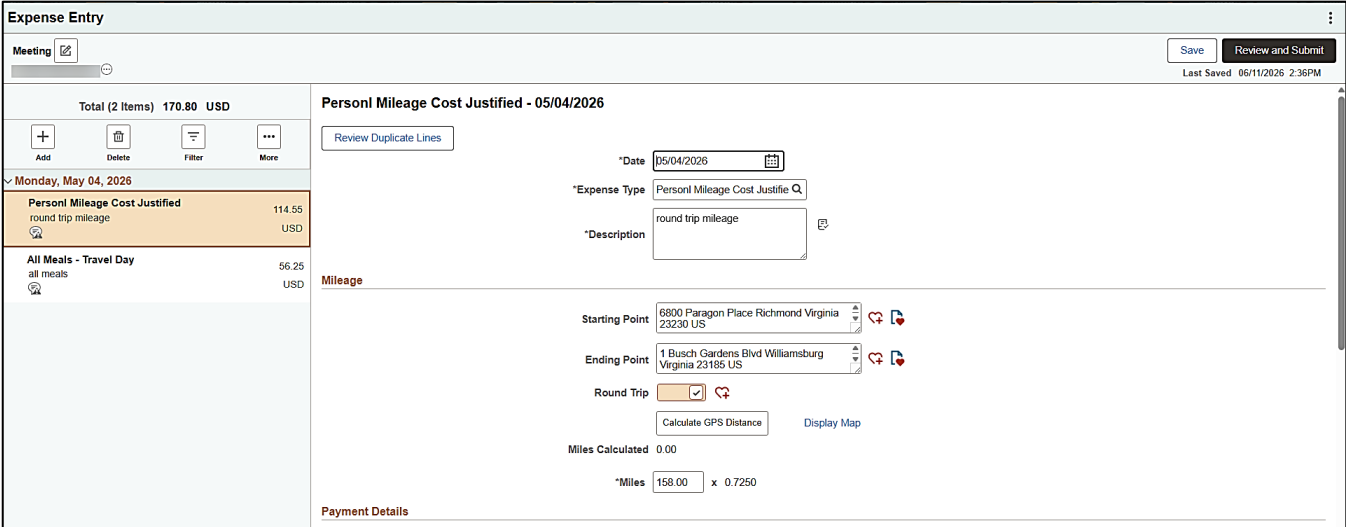
Step	Action
	The Copy Expense Report Options page displays. Copy Expense Report Options < Selection Option Expense Report Copy Option Full Expense Report From Date 06/11/2025 To Date 06/11/2026 Search To copy an existing Expense Report, enter the From and To Date to get a list of all Expense Reports that fall within the timeframe you have requested. Make a selection for the Expense Report you wish to copy, and press the Copy Expense Report button.
6.	Update the From Date and To Date fields as applicable. Note: These default to the current date. From Date 06/11/2025 To Date 06/11/2026
7.	Click the Search button. Search
	The Copy Expense Report Options page displays. Copy Expense Report Options > Selection Option To copy an existing Expense Report, enter the From and To Date to get a list of all Expense Reports that fall within the timeframe you have requested. Make a selection for the Expense Report you wish to copy, and press the Copy Expense Report button. Base Expense Reports Copy Expense Report Sel Report ID Description Purpose Report Status Creation Date Location Total Amount 0000487525 Meeting Meeting Approved for Payment 05/14/2026 WILLI 170.800 0000487524 Conference Conference Submitted for Approval 05/14/2026 CHARL 288.660 0000487523 Conference Conference Submitted for Approval 05/14/2026 CHARL 292.410 3 rows
i	A listing of Expense Reports that have been “Saved” or “Submitted” for the employee during the Date Range entered displays.

Step	Action																
8.	Click the radio button next to the report to be copied. Base Expense Reports Copy Expense Report <table><thead><tr><th>Sel</th><th>Report ID ↑↓</th><th>Description ↑↓</th><th>Purpose ↑↓</th></tr></thead><tbody><tr><td>☒</td><td>0000487525</td><td>Meeting</td><td>Meeting</td></tr><tr><td>☐</td><td>0000487524</td><td>Conference</td><td>Conference</td></tr><tr><td>☐</td><td>0000487523</td><td>Conference</td><td>Conference</td></tr></tbody></table>	Sel	Report ID ↑↓	Description ↑↓	Purpose ↑↓	☒	0000487525	Meeting	Meeting	☐	0000487524	Conference	Conference	☐	0000487523	Conference	Conference
Sel	Report ID ↑↓	Description ↑↓	Purpose ↑↓														
☒	0000487525	Meeting	Meeting														
☐	0000487524	Conference	Conference														
☐	0000487523	Conference	Conference														
9.	Click the Copy Expense Report button. Copy Expense Report																
The Expense Report page displays with the selected Expense Report copied. Expense Report Report 0000487533 Update Details General Information *Business PurposeMeeting *DescriptionMeeting Default LocationWilliamsburg/James City(Yc Q Reference Attach Receipt Accounting Defaults1 > Creation Date06/11/2026 Updated on06/11/2026																	
10.	Click the Update Details button to view and/update the information that was copied. Update Details																



Accounts Payable Job Aid

AP315A Creating and Managing Expense Reports

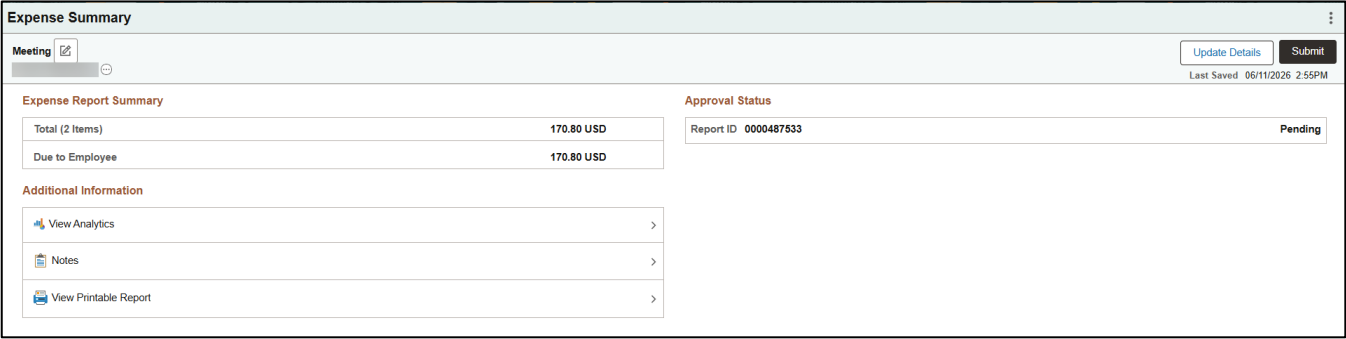
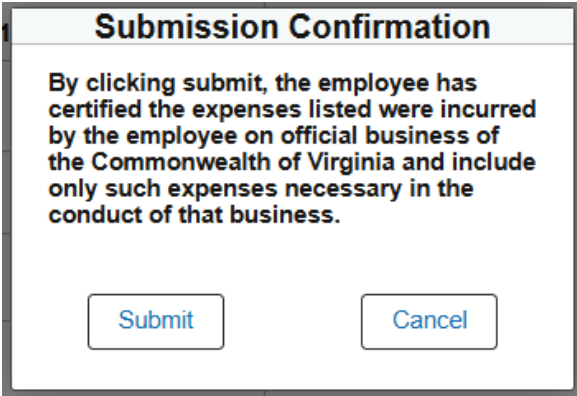
Step	Action
	The Expense Report Detail page displays in a pop-up window.  The screenshot shows the 'Expense Entry' form. On the left, a summary table lists expenses: 'Personl Mileage Cost Justified' for 114.55 USD and 'All Meals - Travel Day' for 56.25 USD, totaling 170.80 USD. The main area shows details for 'Personl Mileage Cost Justified - 05/04/2026', including a date picker set to 05/04/2026, expense type 'Personl Mileage Cost Justified', and description 'round trip mileage'. It also shows starting and ending points, a round trip checkbox, and calculated miles of 158.00.
	For this scenario, the dates for the transactions need to be updated and nothing additional added. The Review Duplicate Lines button is not used. Users can access the page to see duplicate lines within and across Expense Reports; however, no action is required.
11.	Update the date for each line by entering or selecting the applicable date.  The close-up shows the '*Date' field with the value '05/04/2026' and a calendar icon to its right.

Step	Action
	The Expense Entry page re-displays. Expense Entry Meeting  CHRISTINE BUEL  Total (2 Items) 170.80 USD + Add - Delete ≡ Filter ⋮ More Monday, June 08, 2026 Personl Mileage Cost Justified round trip mileage 114.55 USD Monday, May 04, 2026 All Meals - Travel Day all meals 56.25 USD Personl Mileage Cost Justified - 06/08/2026 *Date 06/08/2026  *Expense Type Personl Mileage Cost Justifie  *Description round trip mileage  Mileage Starting Point 6800 Paragon Place Richmond Virginia 23230 US  Ending Point 1 Busch Gardens Blvd Williamsburg Virginia 23185 US  Round Trip ☒  Calculate GPS Distance  Display Map Miles Calculated 0.00 *Miles 158.00 x 0.7250 Payment Details
12.	Click the next expense item for the report and update the date as applicable. Monday, May 04, 2026 All Meals - Travel Day all meals 56.25 USD All Meals - Travel Day - 06/08/2026 *Date 06/08/2026  *Expense Type All Meals - Travel Day  *Description all meals  Payment Details *Payment Check  *Amount 56.25 
	Changes can be made to any of the fields copied from the existing Expense Report. Additional expense lines can also be added or deleted as applicable. For this scenario, no additional expense lines are added.



Accounts Payable Job Aid

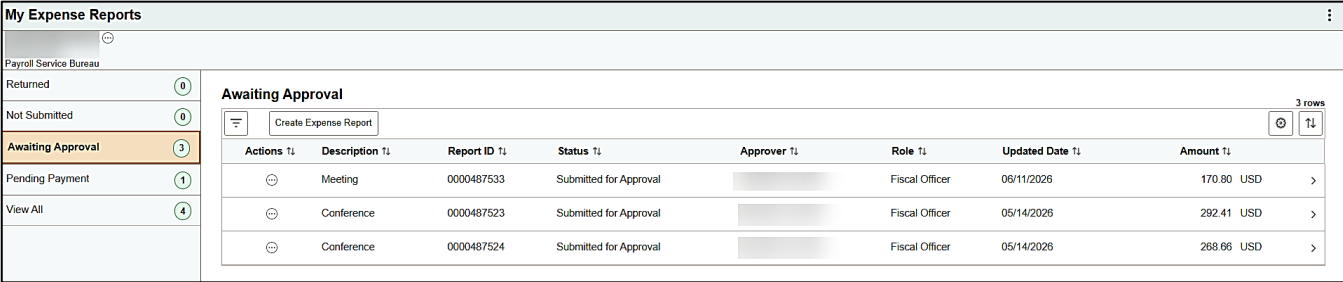
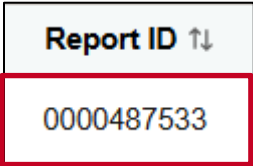
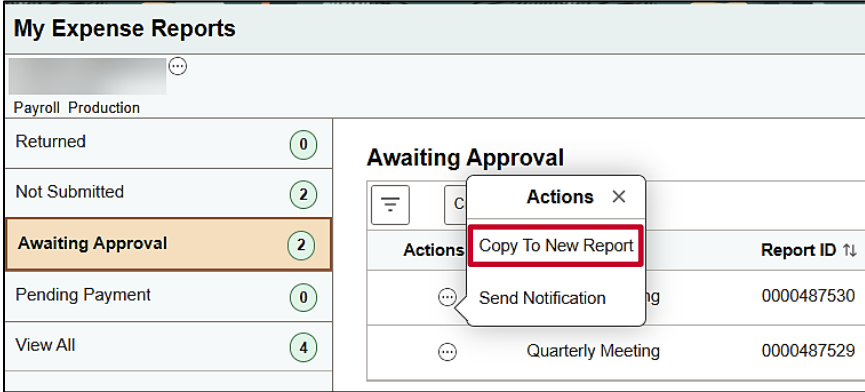
AP315A Creating and Managing Expense Reports

Step	Action
13.	Click the Review and Submit button once all adjustments and/or additional entries have been completed. <button>Save</button><button>Review and Submit</button>
The Expense Summary page displays. The screenshot shows the 'Expense Summary' page. At the top, there's a 'Meeting' dropdown and 'Update Details' and 'Submit' buttons. Below, the 'Expense Report Summary' table shows 'Total (2 Items)' as 170.80 USD and 'Due to Employee' as 170.80 USD. The 'Approval Status' section shows 'Report ID 0000487533' with a 'Pending' status. Under 'Additional Information', there are links for 'View Analytics', 'Notes', and 'View Printable Report'.	
14.	Click the Submit button. <button>Update Details</button><button>Submit</button>
The Submission Confirmation message displays in a pop-up window. The screenshot shows a 'Submission Confirmation' pop-up window. It contains the text: 'By clicking submit, 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.' At the bottom, there are 'Submit' and 'Cancel' buttons.	
15.	Click the Submit button. <button>Submit</button>



Accounts Payable Job Aid

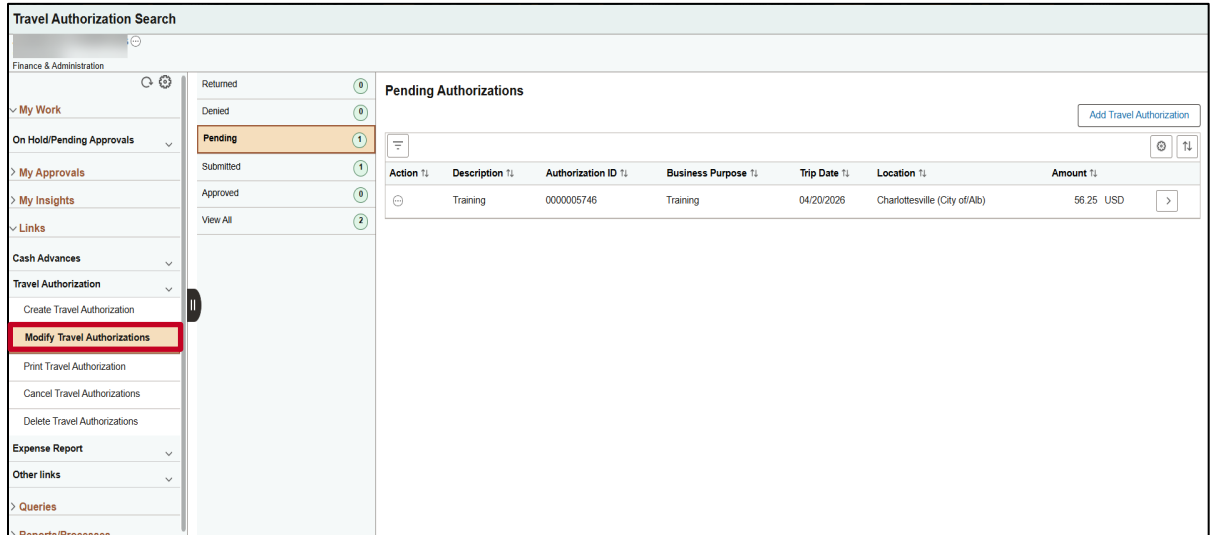
AP315A Creating and Managing Expense Reports

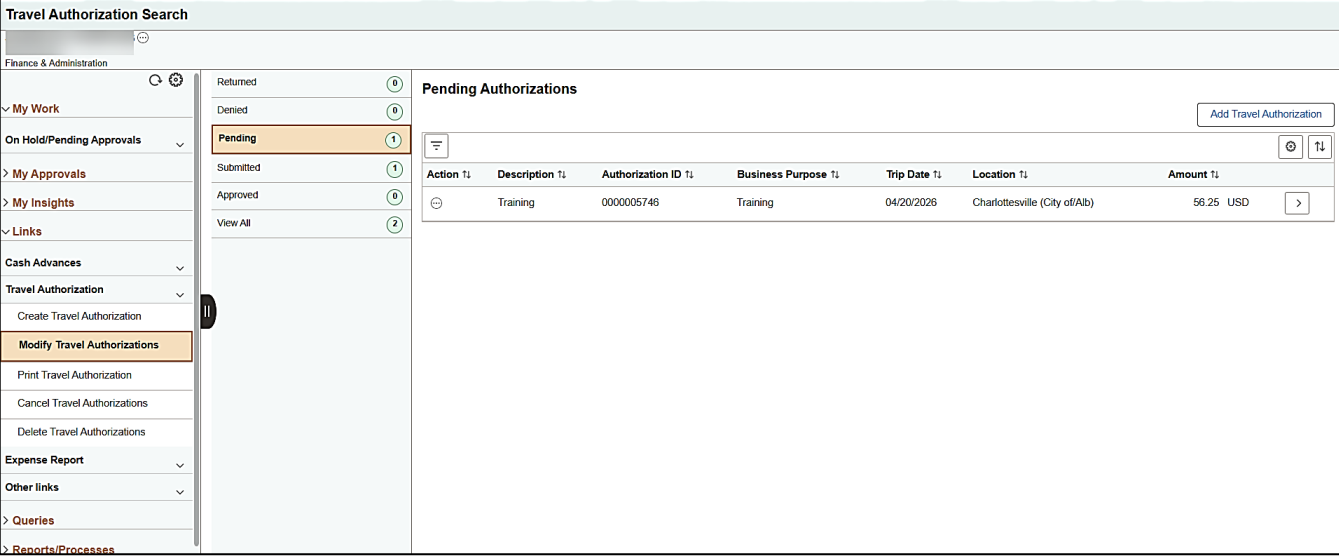
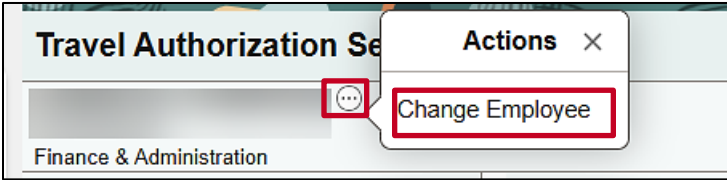
Step	Action
	The My Expense Reports page displays. 
16.	Make note of the Expense Report number in the Report ID field. 
	Users can also copy an Expense Report using the Related Actions button on the My Expense Reports page. 1. Any Expense Report can be copied into a new report. 2. Click the Related Actions button next to the Expense Report to be copied. 3. Click Copy To New Report option. 4. Repeat Steps 10 – 16 in this section. 

Creating an Expense Report from an Approved Travel Authorization

A Travel Authorization must be approved in order for it to be copied into an Expense Report. All lines entered in the Travel Authorization are copied, and changes can be made to those lines, additional lines can be added, and lines can be removed as applicable.

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 Modify Travel Authorizations page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Travel Authorizations > Modify Travel Authorizations 
	Users can also access the Modify Travel Authorizations page using the following navigation path: Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Modify Travel Authorizations

Step	Action
	The Travel Authorization Search page displays. 
	 The page defaults with the Expenses Employee information. For this scenario, the Expense Report is being created for another employee for whom the Expenses Employee is a Proxy.
3.	Click the Related Actions icon next to name in the Header section and select Change Employee. 



Accounts Payable Job Aid

AP315A Creating and Managing Expense Reports

Step	Action
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The **Employee Search** page displays in a pop-up window.

The Employee Search pop-up window shows a search bar with the placeholder text 'Search Employee' and a search button. Below the search bar, there is a table with columns 'Empl ID' and 'Name'. The table is currently empty, and the text '573 rows' is displayed next to the search bar. There are also icons for settings and sorting.

4. Search for or select the applicable employee by clicking on the name.
For this scenario, the name is clicked from the list.

The Employee Search pop-up window shows a search bar with the placeholder text 'Search Employee' and a search button. Below the search bar, there is a table with columns 'Empl ID' and 'Name'. The table is currently empty, and the text '573 rows' is displayed next to the search bar. There are also icons for settings and sorting.

The **Travel Authorization Search** displays for the selected employee.

The Travel Authorization Search screen displays a table of travel authorizations. The table has columns: Action, Description, Authorization ID, Business Purpose, Trip Date, Location, and Amount. The 'Approved' row is highlighted, showing a 'Director Meeting' with an Authorization ID of '0000005756', a Business Purpose of 'Meeting', a Trip Date of '06/19/2026', a Location of 'Charlottesville (City of Alb)', and an Amount of '164.40 USD'. There is also a button 'Add Travel Authorization' and a 'View All' link.



Travel Authorizations must be approved in order for them to be copied into an Expense Report.
For this scenario, the employee has one approved Travel Authorization.

Step	Action
5.	Click the Action icon on the row for the Travel Authorization to be copied. Action ⋮
The Actions options display in a pop-up window. Approved Authorizations ⋮ Actions × Copy To Expense Report Send Notification Cancel Travel Authorization 05756	
6.	Click the Copy to Expense Report option. Copy To Expense Report



Accounts Payable Job Aid

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Step	Action
	The Expense Entry page displays with the Travel Authorization information populated. Expense Entry Director Meeting Total (3 Items) 164.40 USD + Add - Delete Filter More Friday, June 19, 2026 Per Diem Incidentals-Travel Day incidentals 3.75 USD Personl Mileage Cost Justified round trip miles 104.40 USD All Meals - Travel Day meals 56.25 USD Per Diem Incidentals-Travel Day - 06/19/2026 *Date 06/19/2026 *Expense Type Per Diem Incidentals-Travel Day *Description incidentals Payment Details *Payment Check *Amount 3.75 USD Additional Information *Billing Type Billable *Expense Location Charlottesville (City of Alb) *Per Diem Range 0 - 999 Days Per Diem Deductions Save Review and Submit Last Saved 06/19/2026 7:52AM
	Changes can be made to any of the fields that copied from the Travel Authorization. Additional expense lines can be added or removed as applicable. For this scenario, no additional lines or changes are needed.
7.	Click the Review and Submit button at top right of the page. Save Review and Submit
	The Expense Summary page displays. Expense Summary Director Meeting Expense Report Summary Total (3 Items) 164.40 USD Due to Employee 164.40 USD Additional Information Travel Authorization 0000005756 is associated to this report. View Analytics Notes 1 View Printable Report Approval Status Report ID 0000487814 Pending Update Details Submit Last Saved 06/19/2026 7:58AM

Step	Action
	In the Additional Information section, the Travel Authorization number which the Expense Report was copied from displays. Travel Authorization 0000005756 is associated to this report. > The user can click this option and get additional information related to the Travel Authorization.
8.	Click the Submit button. Update Details Submit

The **Submission Confirmation** message displays in a pop-up window.

Submission Confirmation

By clicking submit, 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

Cancel

9.	Click the Submit button. Submit
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The **My Expense Reports Awaiting Approval** page displays.

My Expense Reports																															
Payroll Production Returned 0 Not Submitted 1 Awaiting Approval 2 Pending Payment 0 View All 3 Awaiting Approval Create Expense Report <table> <tr> <th>Actions</th><th>Description</th><th>Report ID</th><th>Status</th><th>Approver</th><th>Role</th><th>Updated Date</th><th>Amount</th></tr> <tr> <td></td><td>Director Meeting</td><td>0000487814</td><td>Submitted for Approval</td><td></td><td>Fiscal Officer</td><td>06/19/2026</td><td>164.40 USD ></td></tr> <tr> <td></td><td>meeting</td><td>0000487644</td><td>Approvals in Process</td><td></td><td>Agency Head</td><td>05/05/2026</td><td>235.00 USD ></td></tr> </table>								Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount		Director Meeting	0000487814	Submitted for Approval		Fiscal Officer	06/19/2026	164.40 USD >		meeting	0000487644	Approvals in Process		Agency Head	05/05/2026	235.00 USD >
Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount																								
	Director Meeting	0000487814	Submitted for Approval		Fiscal Officer	06/19/2026	164.40 USD >																								
	meeting	0000487644	Approvals in Process		Agency Head	05/05/2026	235.00 USD >																								



Accounts Payable Job Aid

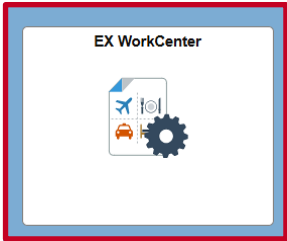
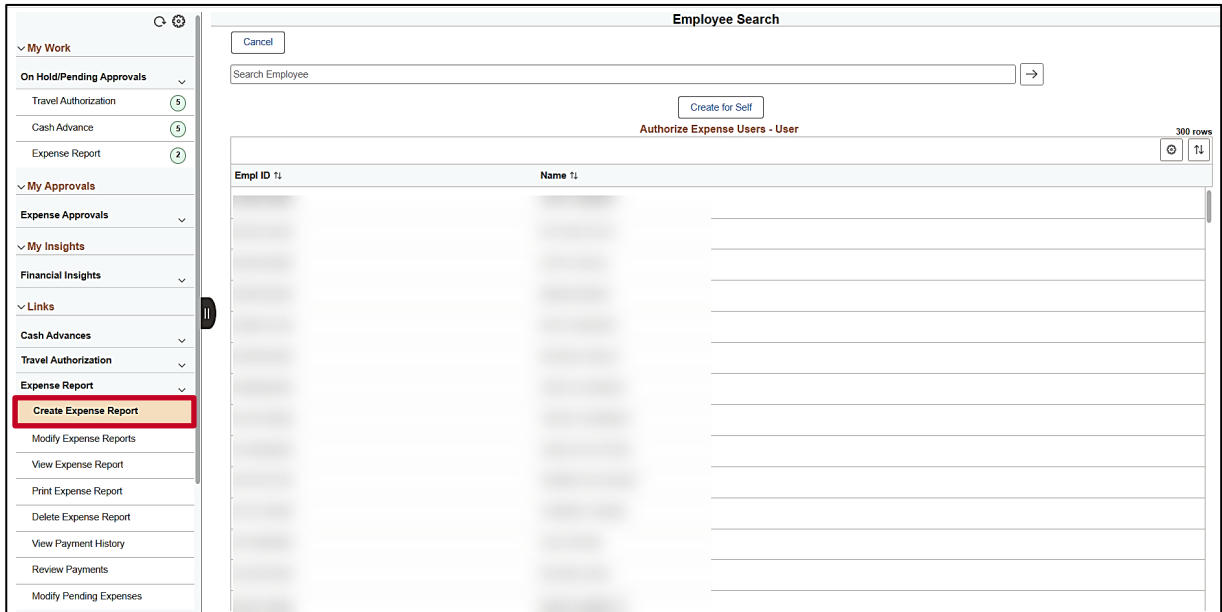
AP315A Creating and Managing Expense Reports

Step	Action
	The submitted Expense Report displays in the Awaiting Approval section.
10.	Make note of the Expense Report number in the Report ID field as applicable. Report ID ↑↓ 0000487814

Applying an Approved Cash Advance to an Expense Report

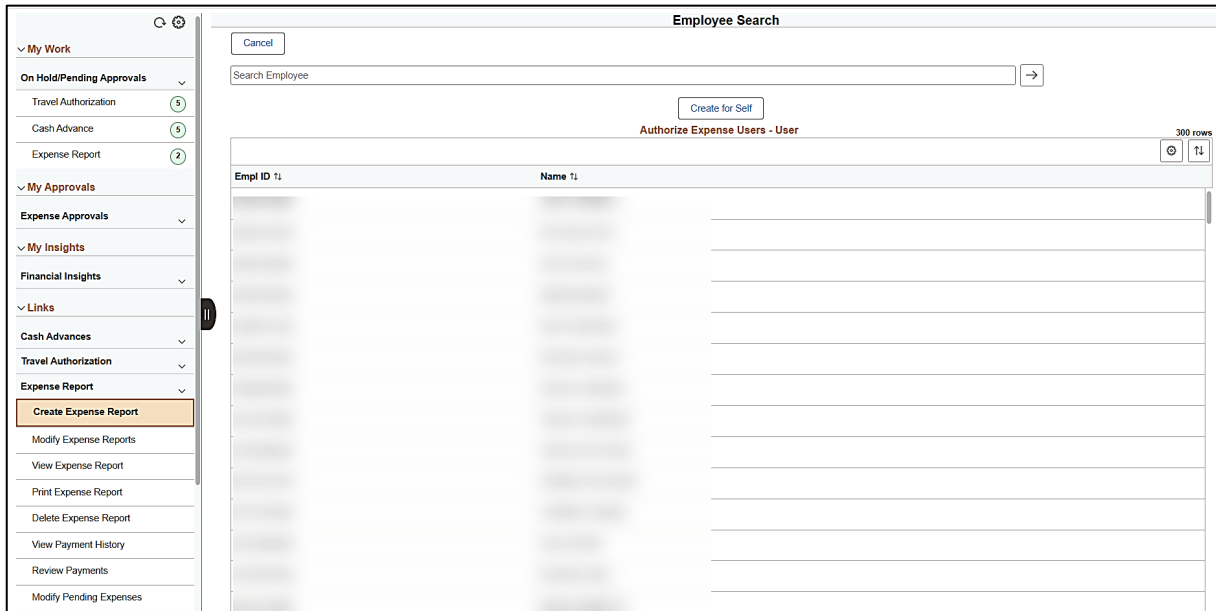
Cash Advances can be applied to one or multiple Expense Reports. In addition, multiple Cash Advances can be applied to one Expense Report. Follow Agency guidelines regarding this process.

This section walks through the steps for creating an Expense Report and applying an approved Cash Advance.

Step	Action
1.	Navigate to the Create Expense Report page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Expense Report > Create Expense Report 
	Users can also access the Create Expense Report page using the following navigation path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports

Step	Action
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The **Employee Search** page displays.




This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the **Expense Report** page.

- If the user is creating their own Expense Report and is also a Proxy for others, click the **Create for Self** button and proceed to **Step 3**.

[Create for Self](#)

- If the Expense Report is being created for another employee, click the applicable name from the list on the **Employee Search** page.

00 00
M W

Users can also enter a specific name or employee ID in the **Search Employee** field.

For this scenario, the employee is selected from the list.

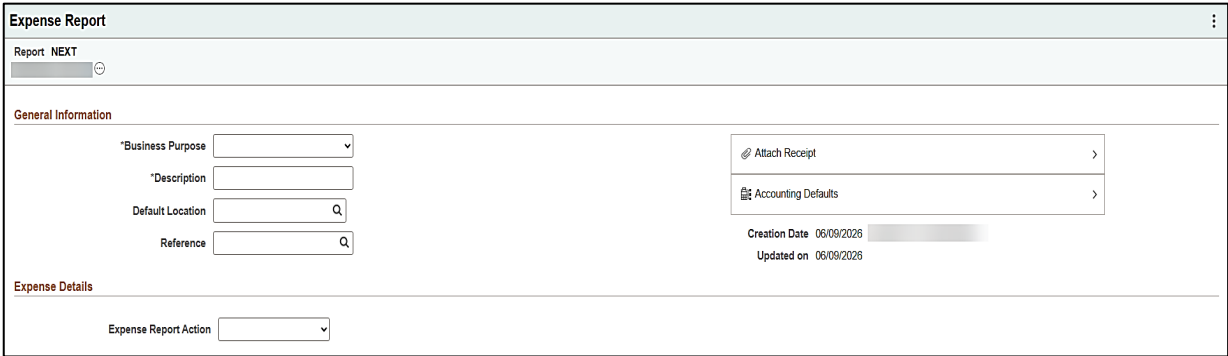
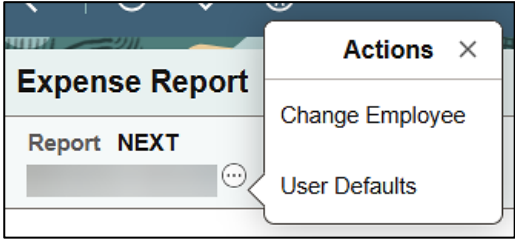
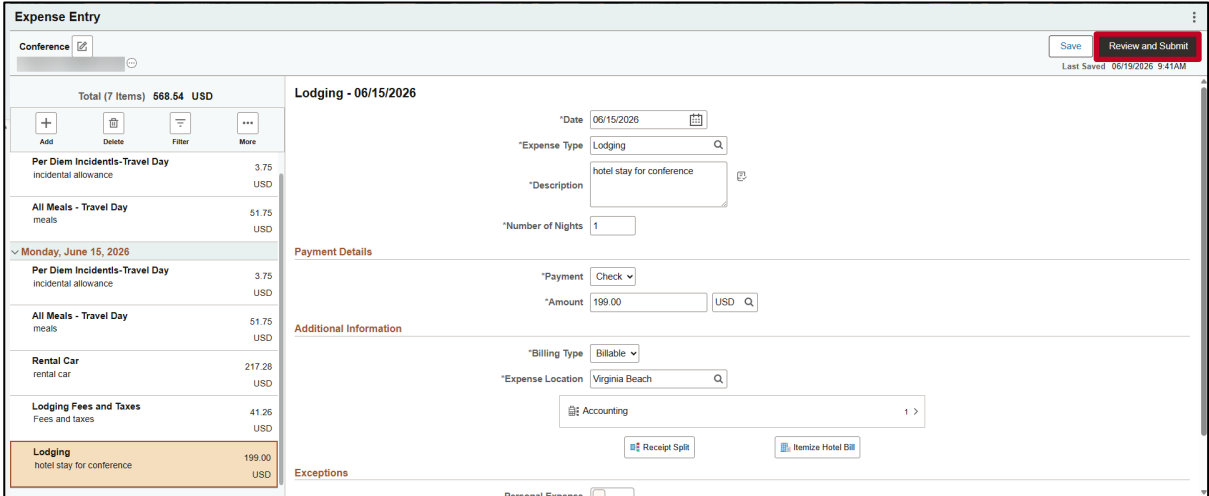
- Click the applicable name on the **Employee Search** page.

Empl ID ↕	Name ↕



Accounts Payable Job Aid

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Step	Action
	The Expense Report page displays for the selected employee.  The screenshot shows the 'Expense Report' form. It includes a 'Report NEXT' dropdown, a 'General Information' section with fields for Business Purpose, Description, Default Location, and Reference, and an 'Expense Details' section with an 'Expense Report Action' dropdown. On the right, there are links for 'Attach Receipt' and 'Accounting Defaults', and a 'Creation Date' of 06/09/2026.
	If the incorrect employee was selected, click the Action button next to the employee's name and the Actions menu displays, and select the Change Employee option to select a different employee.  The screenshot shows the 'Expense Report' form with the 'Actions' menu open. The menu options are 'Change Employee' and 'User Defaults'.
4.	Enter expense transactions as applicable. See the section in this Job Aid titled Creating an Expense Report for details on creating an Expense Report.
5.	Click the Review and Submit link at the top right of the page once all expense lines have been added, updated, or removed as applicable.  The screenshot shows the 'Expense Entry' form. It includes a 'Conference' checkbox, a 'Total (7 Items) 568.64 USD' summary, and a list of expense items: 'Per Diem Incidents-Travel Day incidental allowance' (3.75 USD), 'All Meals - Travel Day meals' (51.75 USD), 'Monday, June 15, 2026' (3.75 USD), 'All Meals - Travel Day meals' (51.75 USD), 'Rental Car rental car' (217.28 USD), 'Lodging Fees and Taxes Fees and taxes' (41.26 USD), and 'Lodging hotel stay for conference' (199.00 USD). The 'Lodging - 06/15/2026' section includes fields for Date, Expense Type, Description, Number of Nights, Payment, Amount, Billing Type, and Expense Location. The 'Payment Details' section includes fields for Payment, Amount, and Billing Type. The 'Additional Information' section includes fields for Expense Location and Accounting. The 'Exceptions' section includes a 'Receipt Split' button and an 'Itemize Hotel Bill' button. The 'Review and Submit' button is highlighted in red at the top right.



Accounts Payable Job Aid

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Step	Action
	The Expense Summary page displays. Expense Summary Conference Update Details Submit Last Saved: 06/19/2026 9:41AM Expense Report Summary Total (7 Items)568.54 USD Non-Reimburse217.28 USD Due to Employee351.26 USD Approval Status Report ID: 0000487807 Pending Additional Information Cash Advance Outstanding Cash Advance200.00 USD View Analytics Notes View Printable Report
i	A total of outstanding Cash Advances that have been paid to the employee displays under Additional Information in the Cash Advance section.
6.	Click the Cash Advance Outstanding Cash Advance option. Cash Advance Outstanding Cash Advance 200.00 USD
	The Apply Cash Advance page displays in a pop-up window. Apply Cash Advance Total (7 Items)568.54 USD Due to Employee351.26 USD Cash Advance Information Description Advance ID Advance Amount Balance Total Applied Conference 0000002571 100.00 100.00 USD 0.00 USD Conference Meals 0000002580 100.00 100.00 USD 0.00 USD
7.	Enter the amount of the Cash Advance(s) being applied to the Expense Report in the Total Applied field(s). For this scenario, the total amount of both Cash Advances is entered. Total Applied 100.00 USD 100.00 USD

Step	Action
8.	Click the Apply button.

Cancel

Apply

The **Expense Summary** page redisplay with the Cash Advance(s) applied to the Expense Report.

Expense Summary

Conference

Update Details

Submit

Last Saved 06/19/2026 9:58AM

Expense Report Summary

Total (7 Items)

568.54 USD

Non-Reimburse

217.28 USD

Advance Applied

200.00 USD

Due to Employee

151.26 USD

Approval Status

Report ID 0000487807

Pending

Additional Information

Cash Advance

Applied Amount

200.00 USD >

Outstanding Cash Advance

0.00 USD

View Analytics

>

Notes

>

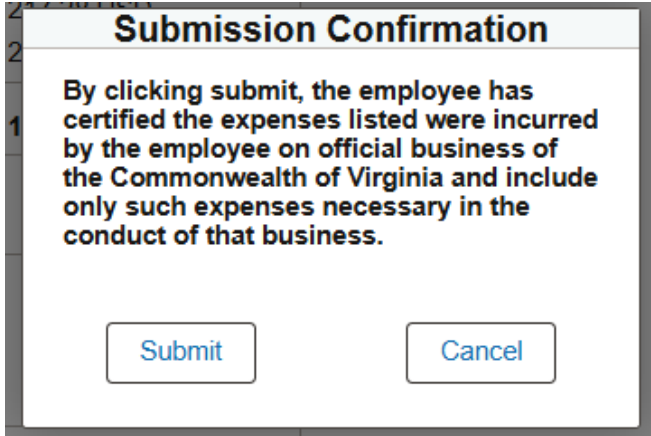
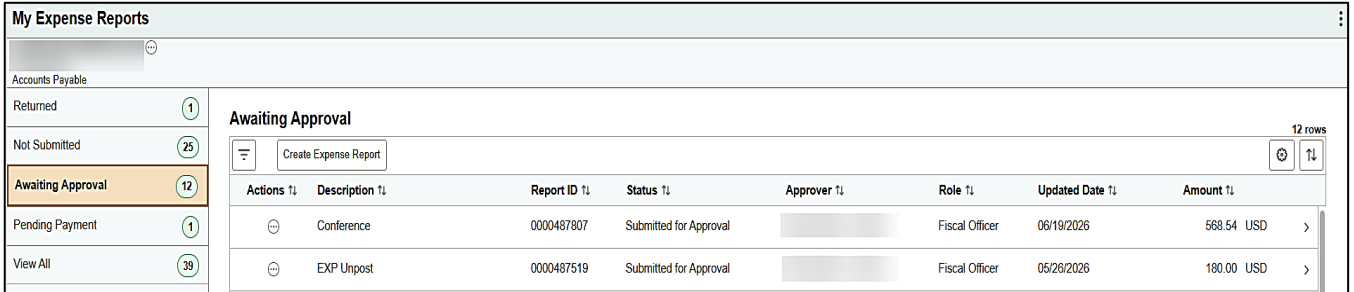
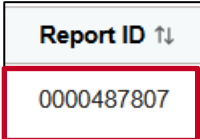
View Printable Report

>

i	The Additional Information section displays the total of the Cash Advances applied in the Advance Applied field. Additional Information Cash Advance Applied Amount 200.00 USD > Outstanding Cash Advance 0.00 USD The Expense Report Summary section displays an overall summary of the information to include Total lines, Non-Reimburse amount if applicable, Advance Applied and the Due to Employee amount. Expense Report Summary Total (7 Items) 568.54 USD Non-Reimburse 217.28 USD Advance Applied 200.00 USD Due to Employee 151.26 USD
9.	Click the Submit button at the top right of the page.

Update Details

Submit

Step	Action
	The Submission Confirmation message displays in a pop-up window. 
10.	Click the Submit button. 
	The My Expense Reports page displays. 
	The submitted Expense Report displays in the Awaiting Approval section.
11.	Make note of the Expense Report number in the Report ID field as applicable. 



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