AP315A Tips for Entering Employee Expenses – Online Agencies

Tips on Entering Employee Expenses – Online Agencies Overview

This Job Aid provides helpful information about using Location and Expense Types when entering employee expenses. It does not, however, address policy or procedural issues.

Statewide policies and procedures can be found in the Cardinal CAPP (Commonwealth Accounting Policies and Procedures) Manual's State Travel Regulations, located on the Department of Accounts (DOA) website. Agencies may have additional policies and procedures that are unique to their business processes.

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/16/2024	Baseline

Using Location

Location

The Cardinal Locations are configured per Cardinal CAPP Manual Topic 20335. If the travel destination is not identified separately, users must use the “In State Standard” or “Out of State Standard” rate Expense Location in Cardinal.

The **Default Location** field entered in the **Header** section of the page defaults to the expense lines for expense types that require a location. Locations can be added or changed as appropriate on each expense line.

International travel locations are not listed in Cardinal. See the State Travel Regulations for information on international locations.

Travel to Multiple Locations

When an employee travels to multiple locations during a travel period, the location entered in the Header in the **Default** location field is typically the final travel destination location. Individual expense lines that require location should be updated as applicable based on the location for that expense type. Follow Agency guidelines regarding the use of this field.

Using Expense Types

Other Employee Reimbursement

Only use the “Other Employee Reimbursements” Expense Type for expenses that do not fit under another Expense Type or when recording expenses related to International Travel (see the International Travel section of this Job Aid for more information).

- When using the Expense Type “Other Employee Reimbursements”, click the **Expand** icon next to **Accounting Detail** on the Expense Line and verify that the Account that defaulted is accurate and, if not, change it
- When using “Other Employee Reimbursements”, enter a clear explanation of the expense in the **Description** field

Lodging

- Select the “Lodging” Expense Type to enter the hotel room rate, excluding taxes and surcharges Select the “Lodging Fees and Taxes” Expense Type to enter taxes and surcharges
- Users can enter Lodging expenses on a separate Expense Line for each day. Alternatively, users can enter the entire Lodging amount on one line and indicate the number of nights the charge pertains to on the Expense Line. For example, the hotel room rate is $80, the number of nights is three (3), and the total including taxes and fees is $300. Users can enter the entire Lodging amount $240, on the “Lodging” line, and the “Lodging Fees and Taxes” line would be $60

Per Diem Meals and Incidentals

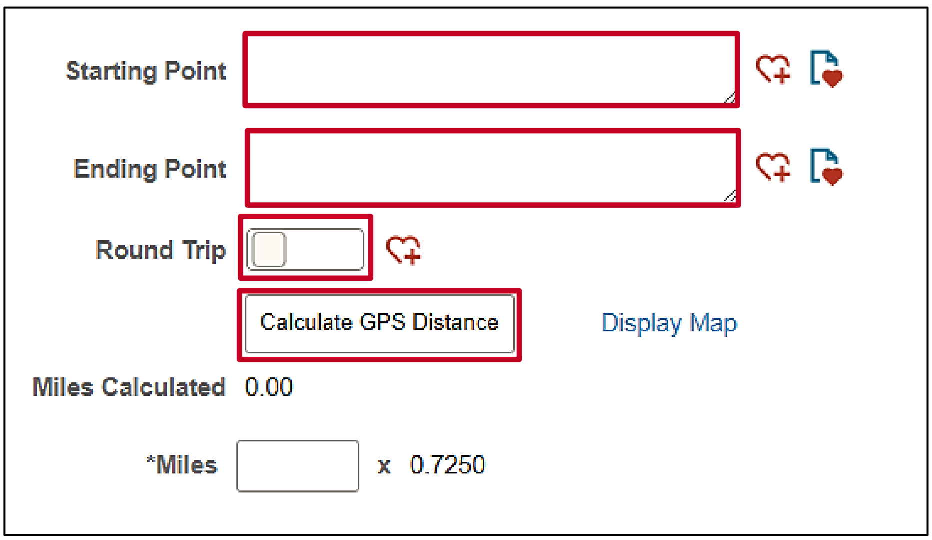
- Per Diems for meals and incidentals are configured in Cardinal in accordance with Cardinal CAPP Manual Topic 20335. Cardinal automatically calculates the per diem based on the Expense Type selected. The amount on the Expense Line cannot be updated for amounts over the calculated amount

If the Agency’s policy is more restrictive for per diem meals, follow Agency guidelines. For example, an Agency requires an employee to report actual expenses when less than the per diem. If the employee spends $9 and the per diem is $11, then the employee would record $9 since that is the actual expense amount.

- On a travel departure or return day, meals and incidentals are calculated in Cardinal at 75% of the meal and incidentals rate (in accordance with Cardinal CAPP Manual Topic 20335) by choosing the “Travel Day” Expense Type for meals or incidentals
- Enter the $5.00 or $3.75 per diem incidental as a separate line for each day of travel using the “Per Diem Incidentals” Expense Type. In Cardinal, the meals must be identified separately from the incidental line

Mileage

- There are three options for mileage. See the Cardinal CAPP Manual Topic 20335 regarding when each should be used:
  - **Personal Mileage Cost Justified**
  - **Personal Mileage Convenience**
  - **Personal Mileage over 15,000K**
- When mileage is entered, the actual physical address should be entered in the **Starting Point** and **End Point** fields. GPS maps are built into Cardinal and will calculate the mileage for one way or round trip mileage. For round trip mileage, click the Round Trip toggle. After entering the locations, click the **Calculate GPS Distance** button and Cardinal will calculate the miles.



- If Cardinal is unable to calculate the mileage for the locations, miles should be entered manually. Do not use decimals when entering miles. The mileage should be rounded to the nearest whole number as Cardinal displays an error message if decimals are entered in the **Miles** field.
- The mileage rate is configured in Cardinal and will calculate mileage cost based on the miles entered on the Expense Line and the current reimbursement rate. The calculated amounts in Cardinal are rounded to two (2) decimals

Viewing Travel Rates

Use the **V_AP_EX_TRAVEL_RATES** query to view the most recent travel rates per location for all Expense Types. See the **Cardinal Accounts Payable and Expenses Reports Catalog** located on the Cardinal website in **Reports Catalogs** under **Resources** for more information.

Navigate to this query by clicking the **Query Viewer** tile on the Cardinal Financials Homepage.

V_AP_EX_TRAVEL_RATES- Expense Travel Rates

Download results in : Excel SpreadSheet CSV Text File XML File (1164 kb)

View All

First 1-100 of 3638 Last

Row	Reimbursement Type	SetID	Expense Type	Expense Type Descr	Effective Date	Location	Location Descr	Start of Season	End of Season	Standard Rate
1	Lodging	STATE	LODGING	Lodging	10/01/2025	ABEMD	Aberdn/Bel Air/Belcamp(Harfrd)	01/01	12/31	113.000
2	Lodging	STATE	LODGING	Lodging	10/01/2025	ALBNM	Albuquerque(Bernalillo County)	01/01	12/31	144.000
3	Lodging	STATE	LODGING	Lodging	10/01/2025	ALBNY	Albany	01/01	12/31	117.000
4	Lodging	STATE	LODGING	Lodging	10/01/2025	ALELA	Alxndria/Leesvil/Natch See GSA	01/01	12/31	112.000
5	Lodging	STATE	LODGING	Lodging	10/01/2025	ALLPA	Allntwn/East/Beth(Lehgh/Nrtham	01/01	12/31	115.000
6	Lodging	STATE	LODGING	Lodging	10/01/2025	ANDMA	Andover (Essex)	01/01	12/31	137.000
7	Lodging	STATE	LODGING	Lodging	10/01/2025	ANNMD	Annapolis (Anne Arundel)	01/01	04/30	125.000
8	Lodging	STATE	LODGING	Lodging	10/01/2025	ANNMD	Annapolis (Anne Arundel)	05/01	10/31	161.000
9	Lodging	STATE	LODGING	Lodging	10/01/2025	ANNMD	Annapolis (Anne Arundel)	11/01	12/31	125.000
10	Lodging	STATE	LODGING	Lodging	10/01/2025	ANNMI	AnnArbor (Washtenaw)	01/01	03/31	125.000
11	Lodging	STATE	LODGING	Lodging	10/01/2025	ANNMI	AnnArbor (Washtenaw)	04/01	08/31	146.000
12	Lodging	STATE	LODGING	Lodging	10/01/2025	ANNMI	AnnArbor (Washtenaw)	09/01	12/31	125.000
13	Lodging	STATE	LODGING	Lodging	10/01/2025	ANTCA	Antioch/Brntwd/Cncrd-ContCosta	01/01	12/31	147.000
14	Lodging	STATE	LODGING	Lodging	10/01/2025	ARLTX	Arlngtn/FtWrth/Grpvne(Tarrant)	01/01	12/31	181.000
15	Lodging	STATE	LODGING	Lodging	10/01/2025	ASHNC	Asheville (Buncombe)	01/01	09/30	120.000
16	Lodging	STATE	LODGING	Lodging	10/01/2025	ASHNC	Asheville (Buncombe)	10/01	12/31	141.000
17	Lodging	STATE	LODGING	Lodging	10/01/2025	ASPCO	Aspen (Pitkin)	01/01	03/31	407.000
18	Lodging	STATE	LODGING	Lodging	10/01/2025	ASPCO	Aspen (Pitkin)	04/01	11/30	207.000
19	Lodging	STATE	LODGING	Lodging	10/01/2025	ASPCO	Aspen (Pitkin)	12/01	12/31	407.000
20	Lodging	STATE	LODGING	Lodging	10/01/2025	ATHGA	Athens (Clarke)	01/01	12/31	136.000
21	Lodging	STATE	LODGING	Lodging	10/01/2025	ATLGA	Atlanta (Fulton/DeKalb)	01/01	03/31	197.000
22	Lodging	STATE	LODGING	Lodging	10/01/2025	ATLGA	Atlanta (Fulton/DeKalb)	04/01	12/31	182.000

International Travel

Refer to the **Cardinal CAPP Manual Topic 20335** and follow any Agency specific guidelines regarding international travel.

- International Travel is defined as all travel outside of the 48 contiguous United States
- International locations have not been configured in Cardinal
- International Travel, Per Diem Rates: the Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government, General Services Administration (GSA)
- The Department of Defense (DOD) sets the rates for Hawaii, Alaska, and all United States Territories (Puerto Rico, Guam, The U.S. Virgin Islands, etc.). If a specific city is not listed, use the “Other” rate shown for that country
- The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Printouts of appropriate rates for the time of travel must be attached to the Expense Report for reimbursement
- The “Other Employee Reimbursement” Expense Type should be used to record International Travel since it does not require a location to be entered
- The **Description** field should be used to capture details on each Expense Line
- When using the Expense Type “Other Employee Reimbursement”, the user must change the Account Code to match the type of expense
- There should be one Expense Line for each type of expense incurred with the appropriate Account for that Expense Type