

Non-Reimbursable Expenses Overview

The travel approval process is based on total travel costs. When total travel costs include expenses that will be prepaid or direct billed to the agency, and will not be an out of pocket expense reimbursement to the employee, they are still included on the Expense Report.

The Expense Report generates a reimbursement to the employee, so non-reimbursable expenses must be identified so they are not included in the payment to the employee.

If the answer to both of the following questions is **Yes**, the expense item should be treated as

Non-Reimbursable:

- Should this expense item be factored into the total cost of travel included on an Expense Report?
- Has the expense item been prepaid by or direct-billed to the agency; or will it be paid by a third party who will be reimbursed by VDOT?

The steps below walk you through how to process Non-Reimbursable expenses.

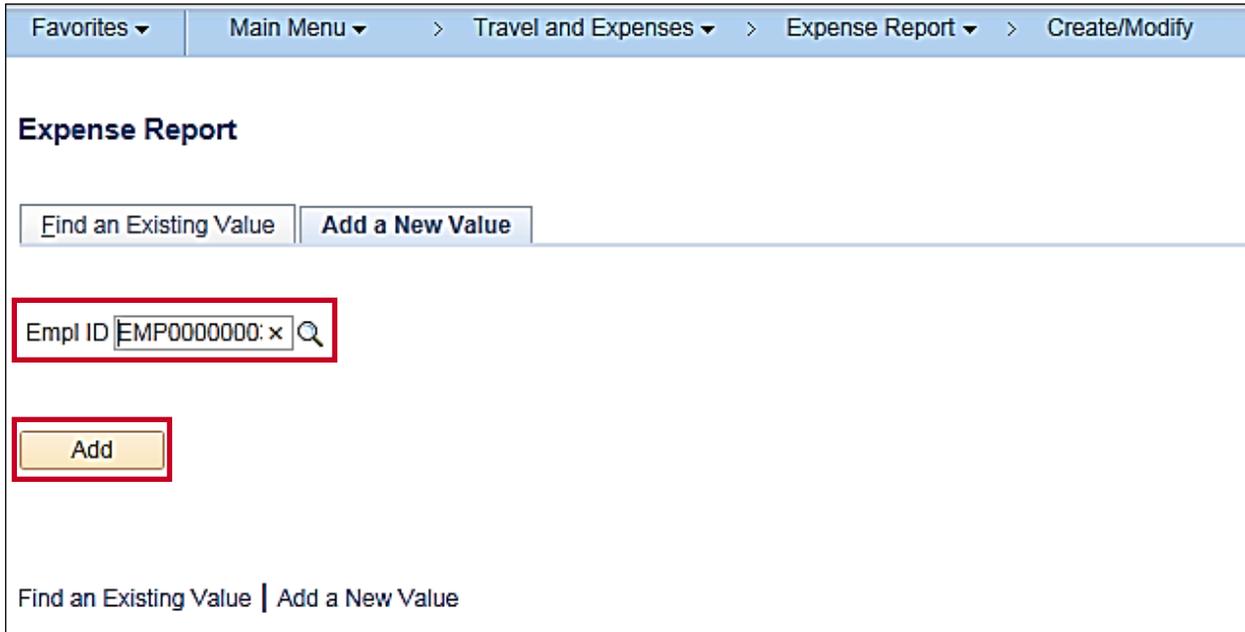
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Expense Report Processing (Not Copying from a Travel Authorization)

1. Navigate to the **Expense Report** page using the following path:

Travel and Expenses > Travel and Expenses > Expense Report > Create/Modify



The screenshot shows a web application interface. At the top, there is a breadcrumb navigation path: "Favorites" (with a dropdown arrow), "Main Menu" (with a dropdown arrow), "> Travel and Expenses" (with a dropdown arrow), "> Expense Report" (with a dropdown arrow), and "> Create/Modify". Below this, the page title "Expense Report" is displayed. Underneath the title, there are two buttons: "Find an Existing Value" and "Add a New Value". A search input field is present with the text "Empl ID EMP0000000: x" and a magnifying glass icon. Below the search field is a yellow "Add" button. At the bottom of the page, the text "Find an Existing Value | Add a New Value" is visible.

2. The **Expense Report** page displays. Enter or search for the **Empl ID**.
3. Click the **Add** button.

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

New Window | Help | Personalize Page

Create Expense Report

HECTOR ARANA

Actions: ...Choose an Action GO

*Business Purpose: Meeting
 *Report Description: Business Writing Seminar
 Reference: [Search]
 Default Location: LexPrk/Lnrdrtn/Lusby/StM/Tlbrt

Expenses

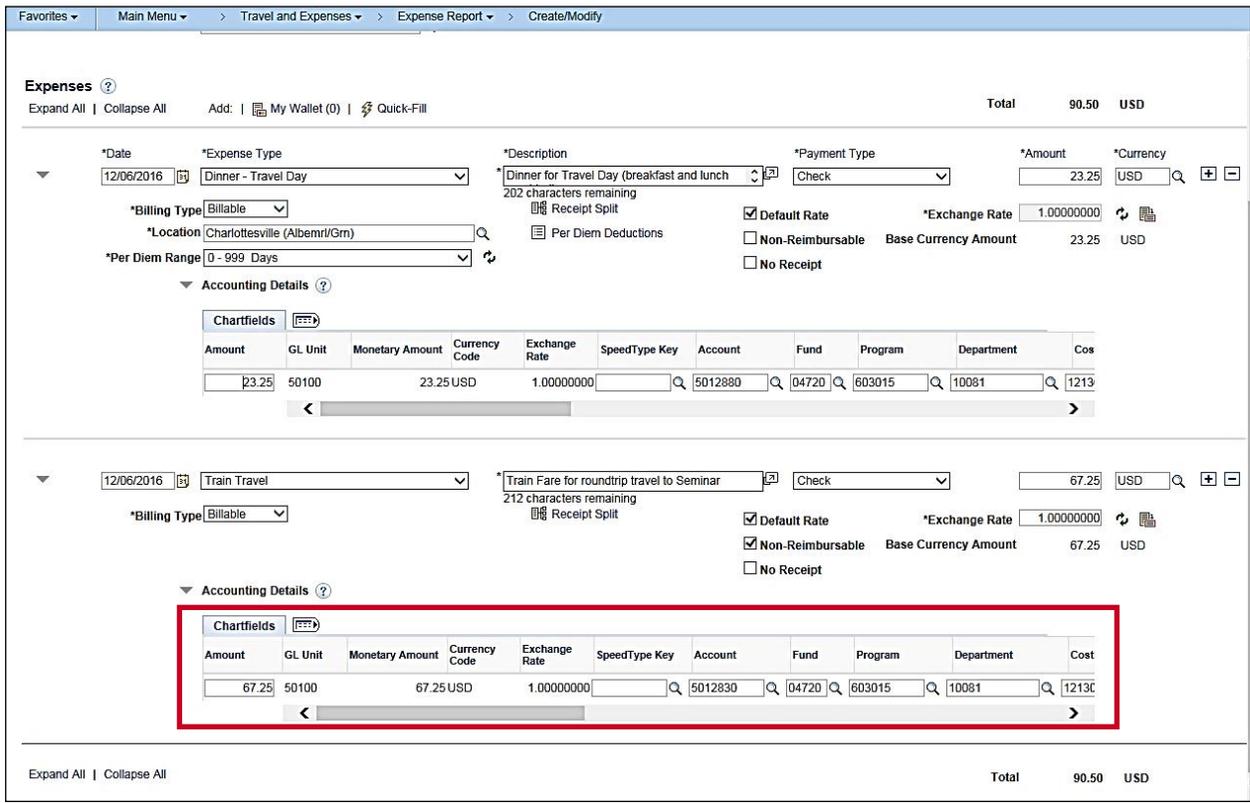
Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

						Total	90.50	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency			
12/06/2016	Dinner - Travel Day	Dinner for Travel Day (breakfast and lunch) 202 characters remaining	Check	23.25	USD			
*Billing Type: Billable *Location: Charlottesville (Albemrl/Grn) *Per Diem Range: 0 - 999 Days <input type="checkbox"/> Accounting Details								
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt						*Exchange Rate	1.00000000	
						Base Currency Amount	23.25	USD
12/06/2016	Train Travel	Train Fare for roundtrip travel to Seminar 212 characters remaining	Check	67.25	USD			
<input checked="" type="checkbox"/> Default Rate <input checked="" type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt						*Exchange Rate	1.00000000	
						Base Currency Amount	67.25	USD
						<input type="checkbox"/> Accounting Details		

Expand All | Collapse All

Total 90.50 USD

- The **Create Expense Report** page displays. In the Header section at the top of the page, enter information about the expense (**Business Purpose, Default Location, and Report Description**).
- In the **Expenses** section, enter information about all expenses incurred.
- When an expense is non-reimbursable, click the **Non-Reimbursable** checkbox for that expense. In this example, the Train Travel is marked as non-reimbursable.



Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill **Total** 90.50 USD

*Date: 12/06/2016 *Expense Type: Dinner - Travel Day *Description: Dinner for Travel Day (breakfast and lunch) *Payment Type: Check *Amount: 23.25 *Currency: USD

*Billing Type: Billable *Location: Charlottesville (Albemtl/Grn) *Per Diem Range: 0 - 999 Days

Accounting Details ?

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
23.25	50100	23.25 USD		1.00000000		5012880	04720	603015	10081	1213

*Date: 12/06/2016 *Expense Type: Train Travel *Description: Train Fare for roundtrip travel to Seminar *Payment Type: Check *Amount: 67.25 *Currency: USD

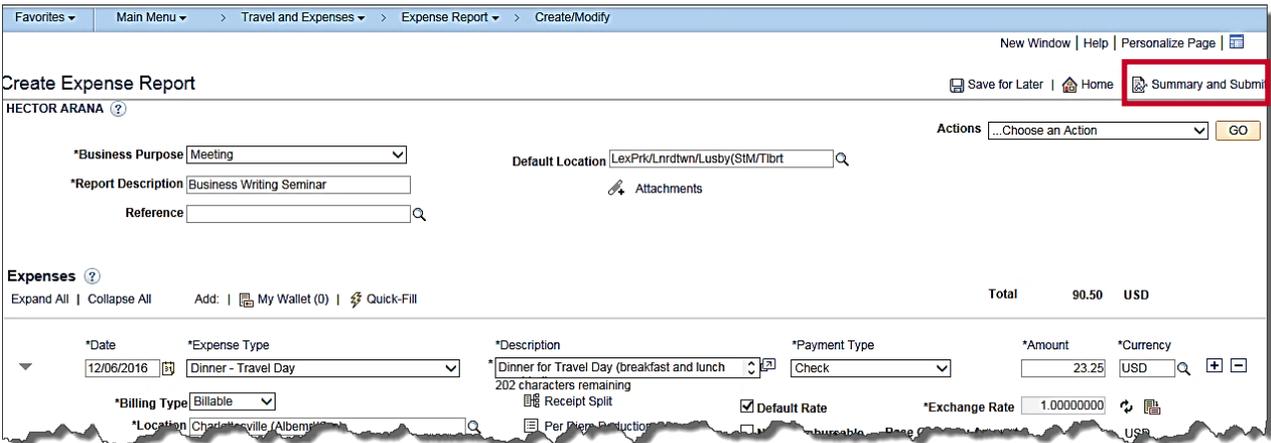
*Billing Type: Billable

Accounting Details ?

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
67.25	50100	67.25 USD		1.00000000		5012830	04720	603015	10081	1213C

Expand All | Collapse All **Total** 90.50 USD

7. Note that although **Accounting Detail** is displayed for the Non-Reimbursable expenses, when the Expense Report is posted, accounting entries are not created for those expenses.



Create Expense Report

HECTOR ARANA ? Save for Later | Home | **Summary and Submit**

*Business Purpose: Meeting Default Location: LexPrk/Lnrdrtn/Lusby(SIM/Tibr) Actions: ...Choose an Action GO

*Report Description: Business Writing Seminar Attachments

Reference:

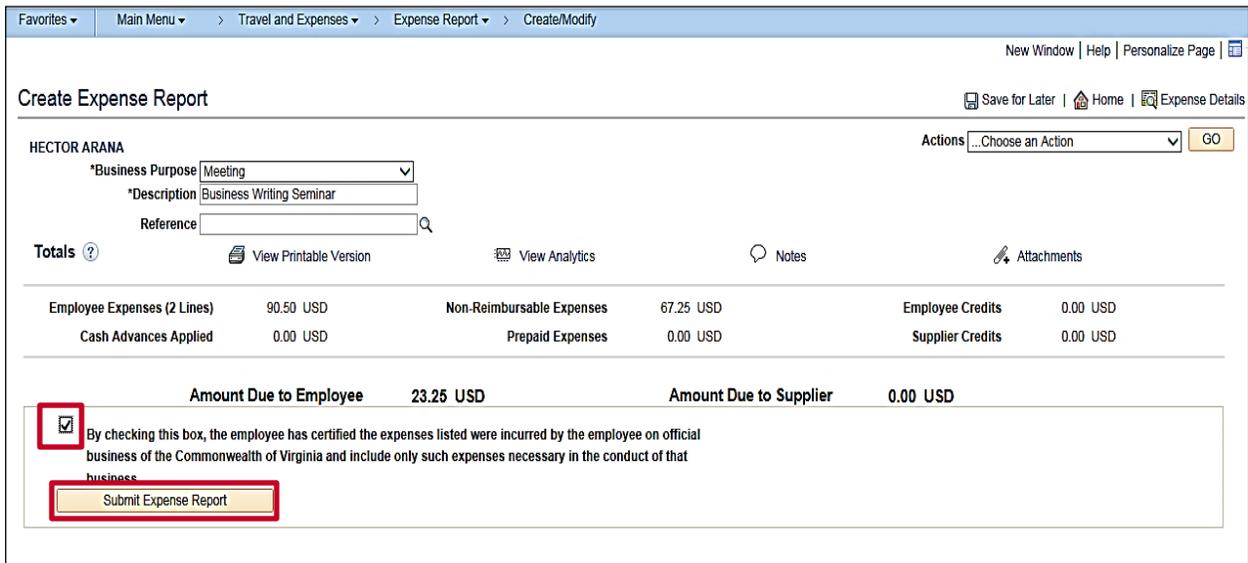
Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill **Total** 90.50 USD

*Date: 12/06/2016 *Expense Type: Dinner - Travel Day *Description: Dinner for Travel Day (breakfast and lunch) *Payment Type: Check *Amount: 23.25 *Currency: USD

*Billing Type: Billable *Location: Charlottesville (Albemtl/Grn) *Per Diem Range: 0 - 999 Days

8. After all expenses are entered and the distribution verified, click the **Summary and Submit** link.



HECTOR ARANA

*Business Purpose Meeting

*Description Business Writing Seminar

Reference

Totals ? View Printable Version View Analytics Notes Attachments

Employee Expenses (2 Lines)	90.50 USD	Non-Reimbursable Expenses	67.25 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 23.25 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.

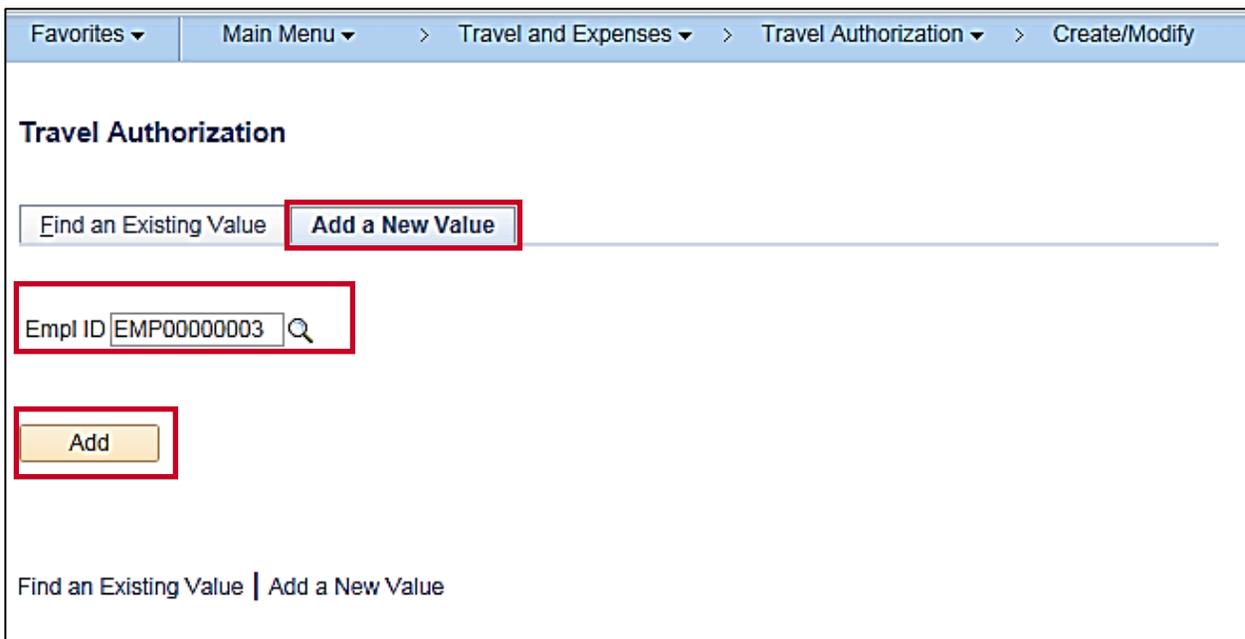
Submit Expense Report

9. On the **Summary and Submit** page, confirm that the non-reimbursable expense is not included in the **Amount Due Employee** total.
10. To submit the Expense Report:
 - a. Click the certification checkbox.
 - b. Click the **Submit Expense Report** button.
 - c. Click the **OK** button to confirm submission.

Expense Report Processing (Copy From a Travel Authorization)

1. To create an **Expense Report** using a travel authorization, the travel authorization must be created, submitted, and approved prior to the start date of the travel or the date the expense is incurred.
2. To create a Travel Authorization, navigate to the **Travel Authorization** page using the following path:

Travel and Expenses > Travel and Expenses > Travel Authorization > Create/Modify



The screenshot shows the 'Travel Authorization' page in a web application. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > Travel and Expenses > Travel Authorization > Create/Modify'. The page title is 'Travel Authorization'. Below the title, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there is a search field for 'Empl ID' with the value 'EMP00000003' entered and a magnifying glass icon. This search field is also highlighted with a red box. Below the search field, there is an 'Add' button, which is highlighted with a red box. At the bottom of the page, there is a footer with the text 'Find an Existing Value | Add a New Value'.

3. On the **Add a New Value** tab, enter the **Empl ID**.
4. Click the **Add** button.

Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾ > Travel Authorization ▾ > View
 New Window | Help | Personalize Page |

Travel Authorization
Save for Later | Home | **Summary and Submit**

HECTOR ARANA ⓘ
 Actions ...Choose an Action ▾

Business Purpose Conference
 Default Location Virginia Beach

Description FHWA Conference
 Date From 12/08/2016
Date To 12/08/2016

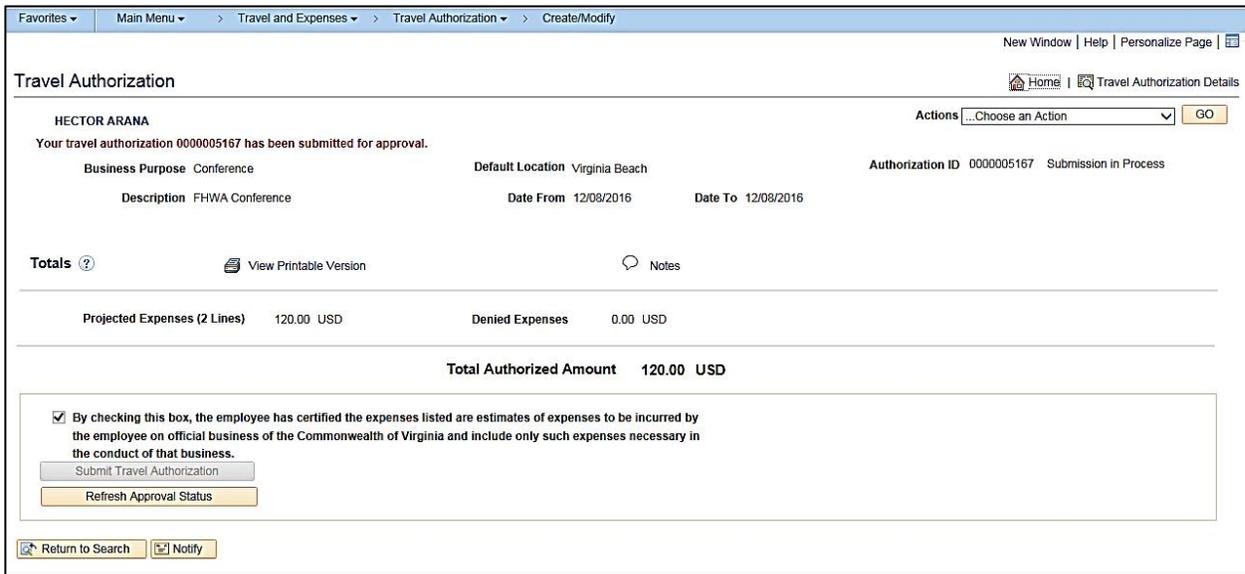
Projected Expenses ⓘ
 Totals (2 Lines) 120.00 USD

Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency																										
12/08/2016	Auto Expense Billing Type Billable	Parking	Check	20.00	USD																										
Accounting Details ⓘ <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th>Chartfields</th> <th>Amount</th> <th>GL Unit</th> <th>SpeedType Key</th> <th>Account</th> <th>Asset</th> <th>Fund</th> <th>Department</th> <th>FIPS</th> <th>Agency Use 2</th> <th>Task</th> <th>PC Bus Unit</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td></td> <td>20.00</td> <td>50100</td> <td></td> <td>5012830</td> <td></td> <td>04720</td> <td>10081</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Chartfields	Amount	GL Unit	SpeedType Key	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	PC Bus Unit	Project		20.00	50100		5012830		04720	10081					
Chartfields	Amount	GL Unit	SpeedType Key	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	PC Bus Unit	Project																			
	20.00	50100		5012830		04720	10081																								
12/08/2016	Registration Fee Billing Type Billable	Registration Fee for Conference	Check	100.00	USD																										
Accounting Details ⓘ <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th>Chartfields</th> <th>Amount</th> <th>GL Unit</th> <th>SpeedType Key</th> <th>Account</th> <th>Asset</th> <th>Fund</th> <th>Department</th> <th>FIPS</th> <th>Agency Use 2</th> <th>Task</th> <th>PC Bus Unit</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td></td> <td>100.00</td> <td>50100</td> <td></td> <td>5012240</td> <td></td> <td>04720</td> <td>10081</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Chartfields	Amount	GL Unit	SpeedType Key	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	PC Bus Unit	Project		100.00	50100		5012240		04720	10081					
Chartfields	Amount	GL Unit	SpeedType Key	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	PC Bus Unit	Project																			
	100.00	50100		5012240		04720	10081																								

Expand All | Collapse All
 Totals (2 Lines) 120.00 USD

- Enter the details for the authorization. Once all the details are entered, click the **Summary and Submit** button.



Travel Authorization

HECTOR ARANA

Your travel authorization 0000005167 has been submitted for approval.

Business Purpose: Conference
 Description: FHWA Conference
 Default Location: Virginia Beach
 Date From: 12/08/2016
 Date To: 12/08/2016
 Authorization ID: 0000005167 Submission in Process

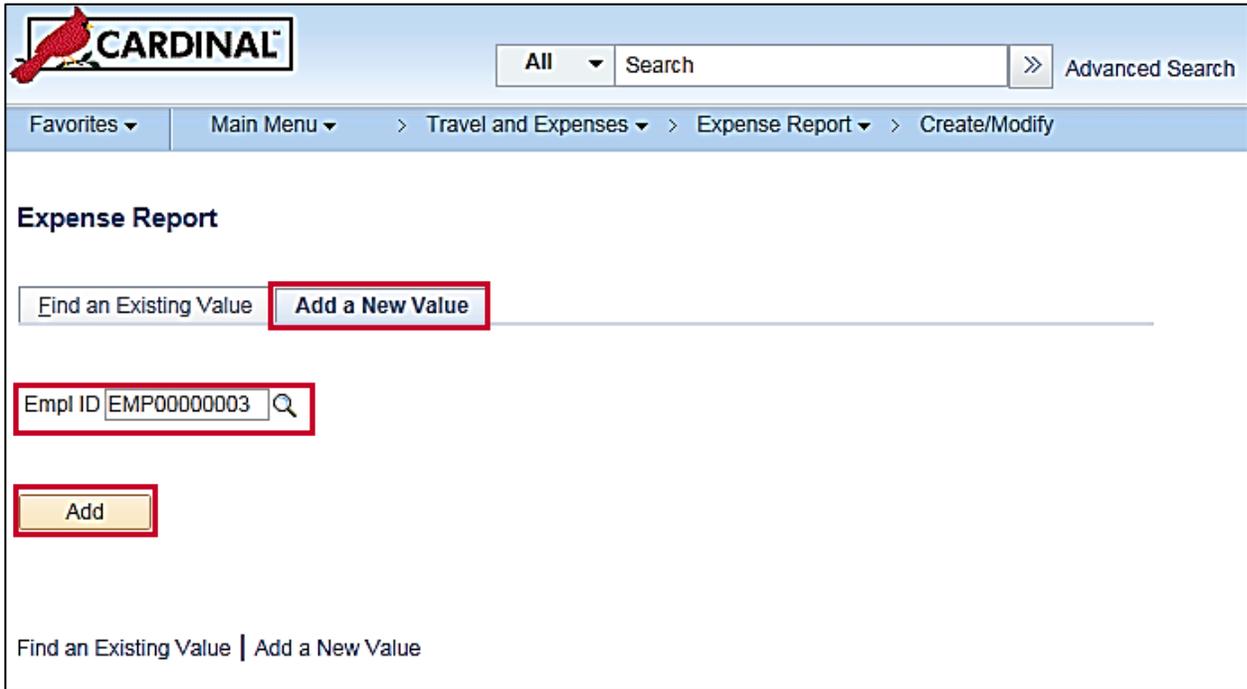
Totals

Projected Expenses (2 Lines)	120.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		120.00 USD	

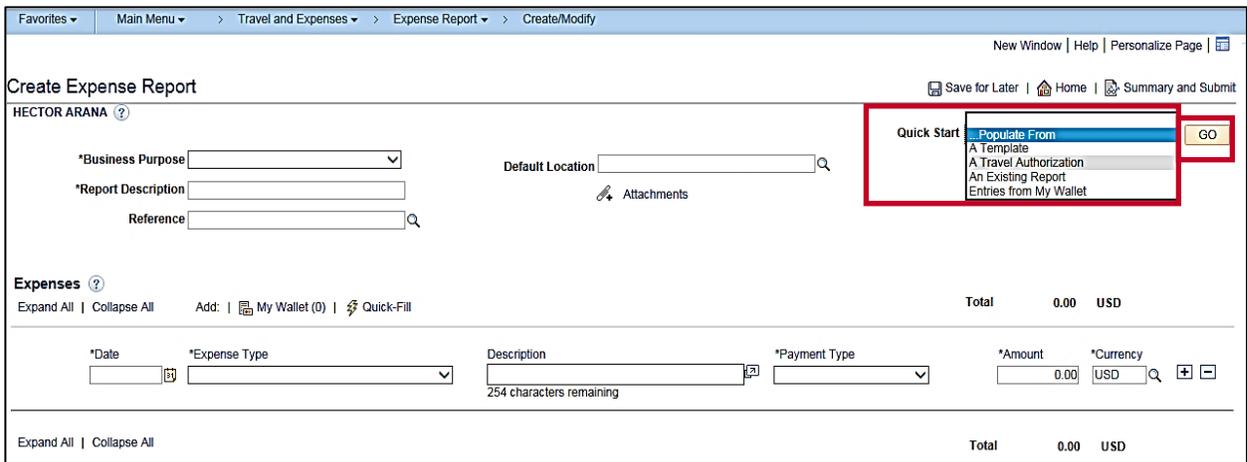
By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Travel Authorization
 Refresh Approval Status

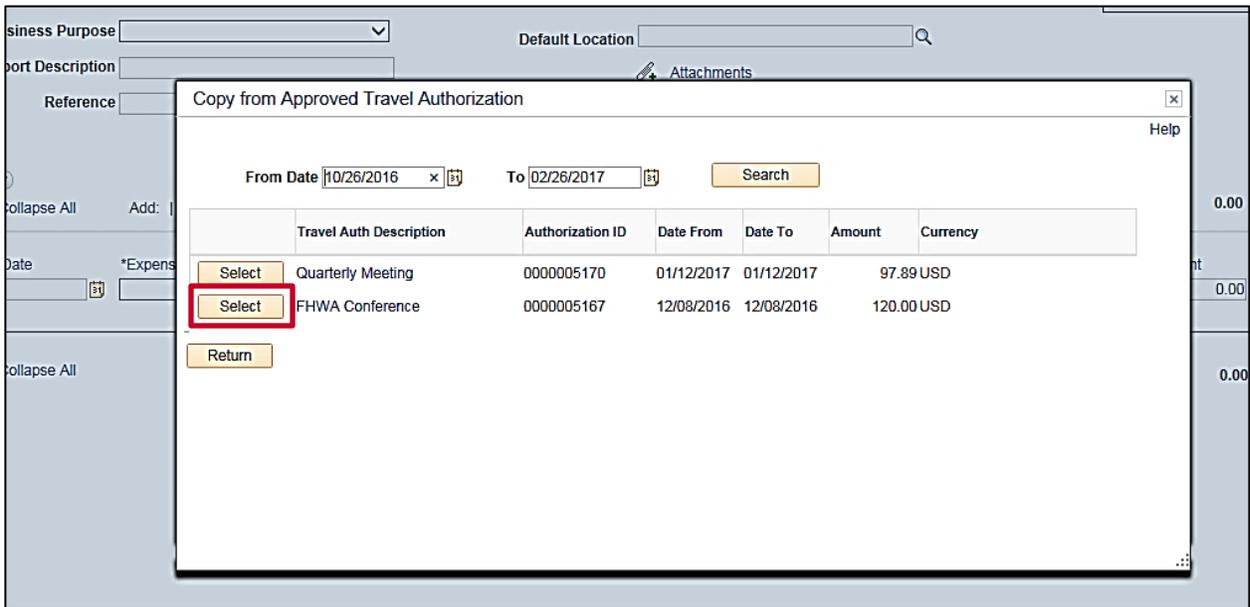
6. The image above shows an example of the **Summary and Submit** page for a Travel Authorization after it has been submitted.
 On the Authorization, the **Total Authorized Amount** displays the total of all expenses entered on the Travel Authorization, whether paid by the employee or some other entity. The expense line that represents a non-reimbursable amount will be deducted on the Expense Report from the Total Employee Expenses to determine the Amount Due Employee.
7. After the Travel Authorization is approved, it can be used to create the Expense Report after the employee has traveled.
8. To create an expense report using the Travel Authorization, navigate to the **Create Expense Report** page using the following path:
Travel and Expenses > Travel and Expenses > Expense Report > Create/Modify



9. On the **Add a New Value** tab, enter the **Empl ID**.
10. Click the **Add** button.



11. Using the **Quick Start** option, select **A Travel Authorization** from the drop down box.
12. Click the **Go** button.



Business Purpose Default Location

Report Description Attachments

Reference

From Date To Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Quarterly Meeting	0000005170	01/12/2017	01/12/2017	97.89 USD	
Select	FHWA Conference	0000005167	12/08/2016	12/08/2016	120.00 USD	

Return

13. The **Copy from Approved Travel Authorization** popup page displays. Select the Authorization you want to copy from the list by clicking the **Select** button next to it.

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

New Window | Help | Personalize Page

Create Expense Report Save for Later Home Summary and Submit

HECTOR ARANA

*Business Purpose: Conference
 *Report Description: FHWA Conference
 Reference:

Default Location: Virginia Beach
 Authorization ID: 0000005167
 Attachments:

Actions: Choose an Action

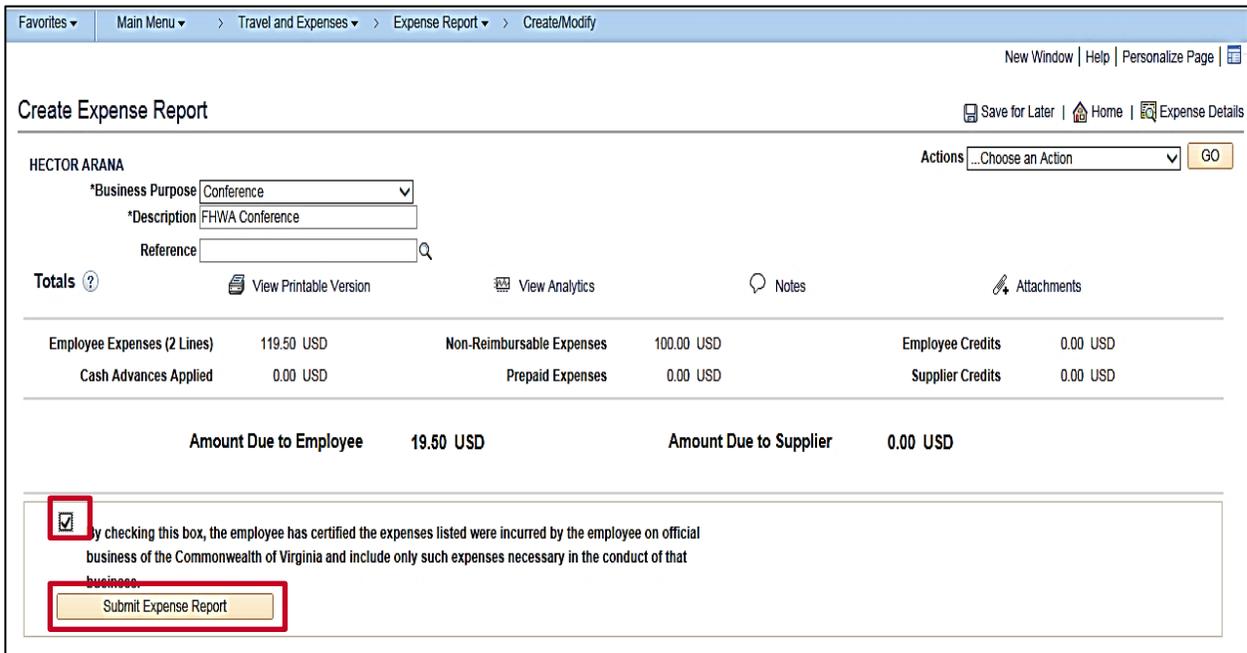
Expenses

Expand All | Collapse All Add: My Wallet (0) Quick-Fill Total 119.50 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency																						
12/08/2016	Registration Fee	Registration Fee for Conference 223 characters remaining Receipt Split	Check	100.00	USD																						
*Billing Type: Billable <input checked="" type="checkbox"/> Default Rate <input checked="" type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt				*Exchange Rate	1.00000000																						
				Base Currency Amount	100.00 USD																						
Accounting Details Chartfields <table border="1"> <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> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>100.00</td> <td>50100</td> <td>100.00 USD</td> <td></td> <td>1.00000000</td> <td></td> <td>5012240</td> <td>04720</td> <td>603015</td> <td>10081</td> <td>1213</td> </tr> </tbody> </table>						Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost	100.00	50100	100.00 USD		1.00000000		5012240	04720	603015	10081	1213
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost																	
100.00	50100	100.00 USD		1.00000000		5012240	04720	603015	10081	1213																	
12/08/2016	Dinner - Travel Day	Dinner Travel Day 237 characters remaining Receipt Split Per Diem Deductions	Check	19.50	USD																						
*Billing Type: Billable *Location: Virginia Beach *Per Diem Range: 0 - 999 Days				*Exchange Rate	1.00000000																						
				Base Currency Amount	19.50 USD																						
Accounting Details Chartfields <table border="1"> <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> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>19.50</td> <td>50100</td> <td>19.50 USD</td> <td></td> <td>1.00000000</td> <td></td> <td>5012880</td> <td>04720</td> <td>603015</td> <td>10081</td> <td>1213C</td> </tr> </tbody> </table>						Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost	19.50	50100	19.50 USD		1.00000000		5012880	04720	603015	10081	1213C
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost																	
19.50	50100	19.50 USD		1.00000000		5012880	04720	603015	10081	1213C																	
					Total 119.50 USD																						

Expand All | Collapse All

14. Check the **Non-Reimbursable** box for the expense that should not be reimbursed to the employee. The check box does not copy over from the Travel Authorization.
15. Note that although Accounting Detail is displayed for the **Non-Reimbursable Expenses**, when the Expense Report is posted, accounting entries are not created for those expenses.
16. Enter all remaining information.
17. Review to ensure that the non-reimbursable expenses are included in the **Employee Expenses Total**, but are not included in the **Due Employee** total.
18. After the totals are verified, click the **Summary and Submit** button.



HECTOR ARANA

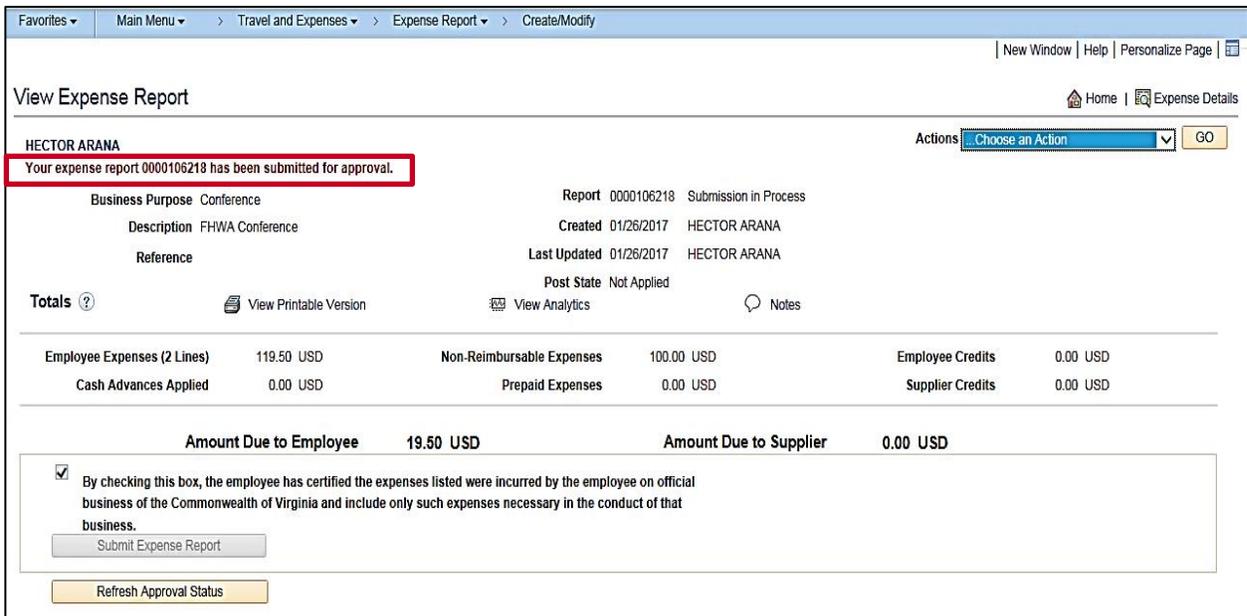
*Business Purpose: Conference
 *Description: FHWA Conference
 Reference: [Search]

Employee Expenses (2 Lines)	119.50 USD	Non-Reimbursable Expenses	100.00 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	19.50 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

19. Click the certification checkbox.
20. Click the **Submit Expense Report** button.
21. The **Submit Confirmation** page displays. Click the **OK** button.



HECTOR ARANA

Your expense report 0000106218 has been submitted for approval.

Business Purpose: Conference
 Description: FHWA Conference
 Reference: [Search]

Report: 0000106218 Submission in Process
 Created: 01/26/2017 HECTOR ARANA
 Last Updated: 01/26/2017 HECTOR ARANA
 Post State: Not Applied

Employee Expenses (2 Lines)	119.50 USD	Non-Reimbursable Expenses	100.00 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	19.50 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

22. A message displays indicating the Expense Report has been submitted.