

Entering Non-Reimbursable Expenses Overview

For tracking and review purposes, all business travel expenses that employees incur are captured, regardless of whether they are paid by the employee, the employee's Agency, or by another entity.

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

These expense items are treated as non-reimbursable expenses on an expense report. Expense Lines marked as non-reimbursable are not recorded in the General Ledger since these expenses were paid and recorded on a different transaction in Cardinal.

This feature is not available on a Travel Authorization, so when an Expense Report is copied from a Travel Authorization, non-reimbursable expenses are marked accordingly in the Expense Report.

An expense is included on the Expense Report as non-reimbursable when:

- It is prepaid or direct-billed to the Agency or another party
- It is an expense that would not normally be reimbursable to the employee if the employee initially covered the expense

This Job Aid shows how to record non-reimbursable expenses in Cardinal.

Navigation Note: Please note that a **Notify** button may display at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
6/16/2025	Baseline



Cardinal Accounts Payable Job Aid AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Entering Non-Reimbursable Expenses on the Expense Report

This section of the Job Aid provides the steps for entering non-reimburseable expenses on an Expense Report that was not copied from a Travel Authorization.

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



Step	Action			
The Create Expense Report page displays.				
Favorites -	Main Menu			
Create Ex	pense Report 🔄 Save for Later 🗟 summary and Submit			
	Quick StartPopulate From V GO			
	eport Description Of Attachments			
	Reference			
Expenses				
	Collapse All Add: My Wallet (0) # Quick-Fill Payment Type *Amount *Currency			
	iii 0.00 USD Q Image: Contraction of the second sec			
Expand All	Collapse All Total 0.00 USD			
4.	Complete the required fields in the Header section of the page.			
	Favorites • Main Menu • > Travel and Expenses • > Expense Report • > Create/Modify New Window Help Personalize Page			
	Create Expense Report 🕞 Save for Later 🗟 Summary and Submit			
	Quick Start Populate From O			
	Report Description Reference Q			
A	In this scenario, the employee attended a Business Writing training session, and the			
	registration fee was prepaid by the Agency. While the registration fee is not being reimbursed			
	to the employee, it needs to be included on the expense report for tracking and approval purposes.			
5.	Expand the Expenses section and then enter or select the date for the registration fee in the Date field.			
	*Date			
	31			
6.	Click the Expense Type dropdown button and select the applicable expense type.			
	*Expense Type			



Step	Action
7.	Enter the description for the expense in the Description field.
	*Description * 254 characters remaining
8.	Click the Payment Type dropdown button and select the applicable type of payment. *Payment Type ✓
i	If the Payment Type field defaults to "Check", proceed to Step 10.
9.	Select Check.
i	Check is the only value for this field.
10.	Enter the amount of the expense in the Amount field. *Amount 0.00
11.	Click the Non-Reimbursable checkbox option.
12.	Make any adjustments to the ChartField values, if needed, in the Accounting Details section.



Step	Action
i	Although accounting details are entered for the non-reimbursable expense, when the Expense Report is posted, accounting entries are not posted for those expenses.
13.	Click the Add a New Row (+) button to add an additional row if needed.
1	Repeat Steps 5 – 13 until all expenses have been entered. Depending on the Expense Type , additional fields may be required.
14.	After all expenses are entered and the distributions verified, click the Summary and Submit link at the top of the page.
The Cr	eate Expense Report summary page refreshes and displays the Summary and Submit page.

							New Window Help Personal
eate Exp	pense Report					🔚 Save for Later	C Expense Details
*8		ning ness Writing Course			ActionsChoose a	an Action	GO
otals 🕐	Reference	View Printable Version	🔍 🖾 View Analytics		<i>S</i> ₄ At	tachments	
Employee	e Expenses (4 Lines)	685.00 USD	Non-Reimbursable Expenses	500.00 USD	Employee Credits	0.00 USD	
Cas	sh Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
offi of t	r checking this box, the ficial business of the Co that business.	ommonwealth of Virginia and	185.00 USD xpenses listed were incurred by the employe include only such expenses necessary in th		0.00 USD		
offi of t	checking this box, the ficial business of the Cr that business. Submit Expense Report	employee has certified the e ommonwealth of Virginia and at the Non-R	xpenses listed were incurred by the employ linclude only such expenses necessary in the Reimbursable Expe	nses are included		oyee Exp	enses field l
offi of t	checking this box, the ficial business of the Cr that business. Submit Expense Report	employee has certified the e ommonwealth of Virginia and at the Non-R	xpenses listed were incurred by the employed include only such expenses necessary in the transmission of the second	nses are included		oyee Exp	enses field b
offi of t	checking this box, the ficial business of the Co that business. Submit Expense Report Verify the are not in Employee Ex	employee has certified the e ommonwealth of Virginia and at the Non-R ncluded in th penses (4 Lines) 665	xpenses listed were incurred by the employ. I include only such expenses necessary in the employ. Reimbursable Expense Amount Due to	nses are included	l in the Emplo	Dyce Exp	Denses field t



Step	Action	
16.	Click the Certification checkbox option.	
	 By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report 	
i	The page refreshes and the Submit Expense Report button is now enabled.	
17.	Click the Submit Expense Report button to submit the report.	
	 By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report 	
The Su	bmit Confirmation page displays in a pop-up window.	
	Expense Report Submit Confirm Create Expense Report Submit Confirmation Totals @	ill
	Employee Expenses (4 Lines) 685.00 USD Non-Reimbursable Expenses 500.00 USD Employee Credits 0.00 USD Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD	
	Amount Due to Employee 185.00 USD Amount Due to Supplier 0.00 USD	
	OK Cancel	
18.	Click the OK button.	
	OK Cancel	



Step	Action
19	A message displays in red at the top of the page along with the Expense Report number indicating that the Expense Report has been submitted for approval.
	View Expense Report Your expense report 0000421664 has been submitted for approval. Business Purpose Training Description Business Writing Class

Entering Non-Reimbursable Expenses when Copying from a Travel Authorization

To create an Expense Report by copying from a Travel Authorization in Cardinal, the Travel Authorization must be entered, submitted and approved. Non-reimbursable expenses are not noted or tracked on the Travel Authorization in Cardinal. Once the expenses are copied into an Expense Report, the relevant expenses are marked as non-reimbursable at that time.

This section of the Job Aid provides the steps for copying a Travel Authorization into the Expense Report and marking the applicable expenses as Non-Reimbursable.

Step	Action
1.	Navigate to the Expense Report page using the following path:
	Main Menu > Travel and Expenses > Expense Report > Create/Modify

The Expense Report Search page displays with the Add a New Value page displayed by default.

Favorites	Main Menu → Travel and Expenses → Expense Report → Create/Modify
Expense	Report
Add a	a New Value
*Emj	pl ID Q Add
A	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled

"Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.



Accounts Payable Job Aid

Action
Enter or select the Employee ID in the Empl ID field.
*Empl ID
Click the Add button.
Add
eate Expense Report page displays.
Main Menu
Image: pense Report Image: Save for Later Image: Summary and Submit Image: Opense Report Image: Save for Later Image: Save
Quick Start Populate From GO
eport Description Attachments
② Collarse All Artr' 上 民 My Waller (0) 上 爻 Ourick-Fill Total 0.00 USD
Collapse All Add: Image: Mail of the second
Image: Second secon
Collapse All Total 0.00 USD
Click the Quick Start Populate From dropdown button.
Quick StartPopulate From V GO
Click the A Travel Authorization list item.
Populate From
Populate From
A Template A Travel Authorization
An Existing Report
Entries from My Wallet



Step	Action	
6.	Click the GO button.	
	Quick Start A Travel Authorization	
The Copy from Approved Travel Authorization page displays in a pop-up window.		
	Copy from Approved Travel Authorization	
-	From Date 03/16/2025 Image: Constraint of the second	
- - -	Select PM Conference 0000005696 06/17/2025 06/17/2025 898.25 USD	
7.	Adjust the From Date and To Date fields if needed.	
	From Date 03/16/2025 II To 07/16/2025 II Search	
i	If the From Date and To Date fields are updated, the Search button must be clicked for the list Search results to update.	
8.	Click the Select button next to the Travel Authorization that will be copied into the Expense Report.	
	Select	



The selected Travel Authorization information populates the applicable fields on the Header and Expense lines section of the Create Expense Report Page.	
New Window Help Personalize Pi Create Expense Report Flower Pot (2) *Business Purpose Conference *Business Purpose Conference Actions Choose an Action *Report Description Reference Q Attachments	
Flower Pot @ ActionsChoose an Action GO *Business Purpose Conference Default Location Charlottesville (City of/Alb) Q *Report Description (PM Conference Authorization ID 0000005666 Reference Q Attachments Expenses @	
*Business Purpose Conference Default Location Charlottesville (City of/Alb) *Report Description PMI Conference Authorization ID 000006666 Reference Authorization Authoriz	
*Date *Expense Type *Description *Payment Type *Amount *Currency 06/17/2025 All Meals - Travel Day all meals 245 characters remaining Check	
"Billing Type [Billable Image: Receipt Split	
Chartfields [TTT9	
Amount GL Unit Monetary Amount Currency Rate SpeedType Key Account Fund Program Department 56.25 15100 56.25 USD 1.0000000 Q 5012880 Q 01000 Q 737004 Q 95200	
Add additional lines and/or make any updates to the information that populates as applicable	<u></u> е.
9. Complete Steps 4-19 from the <u>Entering Non-Reimbursable Expenses on the Expense Repor</u> section of this Job Aid.	<u>ort</u>