



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.

Table of Contents

Revision History	2
Entering Non-Reimbursable Expenses on the Expense Report	3
Entering Non-Reimbursable Expenses when Copying from a Travel Authorization	8



Accounts Payable Job Aid

AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Revision History

Revision Date	Summary of Changes
6/16/2025	Baseline

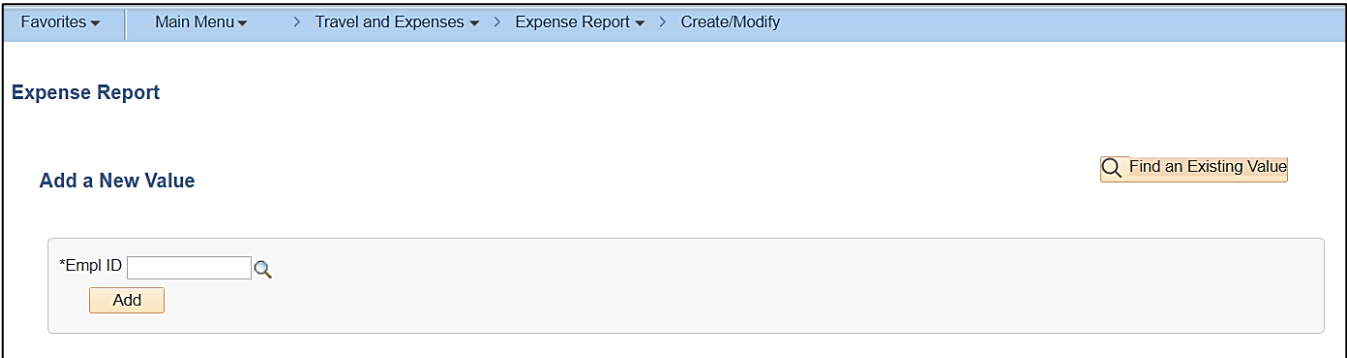

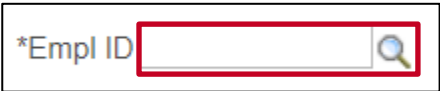



Accounts Payable Job Aid

AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Entering Non-Reimbursable Expenses on the Expense Report

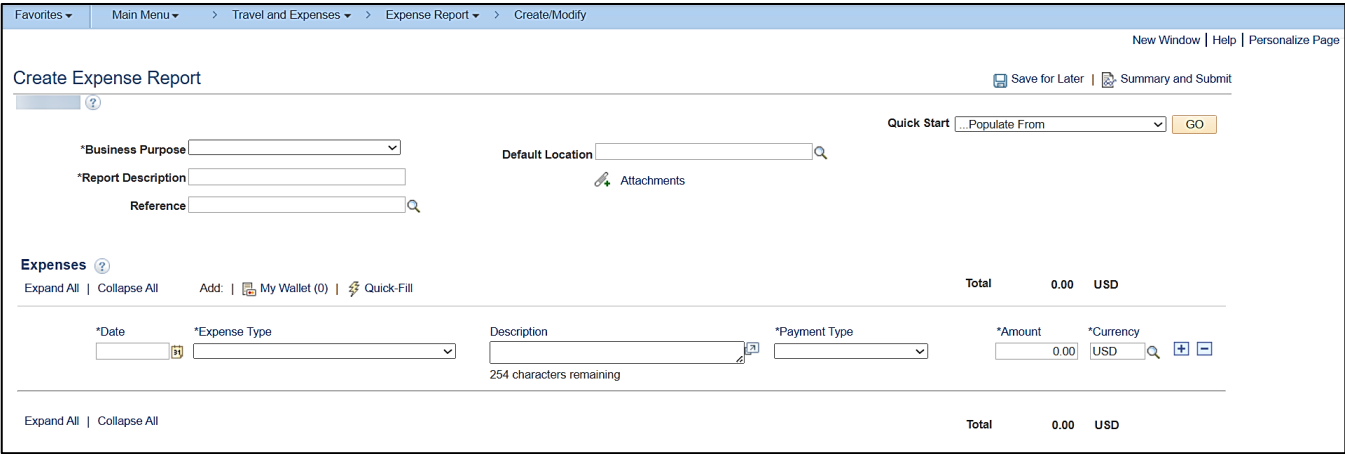
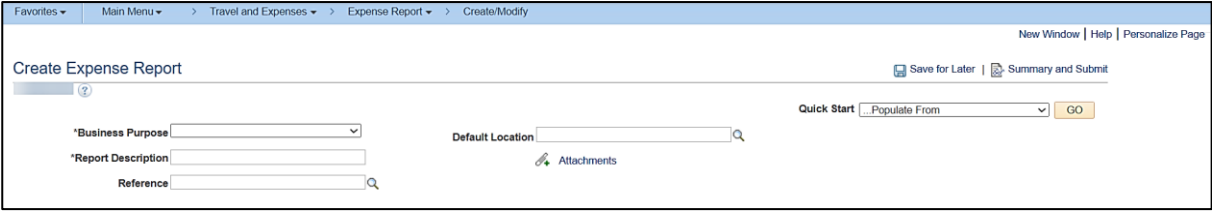



This section of the Job Aid provides the steps for entering non-reimbursable expenses on an Expense Report that was not copied from a Travel Authorization.

Step	Action
1.	Navigate to the Expense Report page using the following path: Main Menu > Travel and Expenses > Expense Report > Create/Modify
The Expense Report Create/Modify Add a New Value page displayed by default.	
	
	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. 
3.	Click the Add button. 



Accounts Payable Job Aid

AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Step	Action
	<p>The Create Expense Report page displays.</p> 
4.	<p>Complete the required fields in the Header section of the page.</p> 
	<p>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.</p>
5.	<p>Expand the Expenses section and then enter or select the date for the registration fee in the Date field.</p> 
6.	<p>Click the Expense Type dropdown button and select the applicable expense type.</p> 



Accounts Payable Job Aid





AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Step	Action																				
7.	<p>Enter the description for the expense in the Description field.</p> <div><div>*Description</div><div><div>*</div><div></div><div></div></div><div>254 characters remaining</div></div>																				
8.	<p>Click the Payment Type dropdown button and select the applicable type of payment.</p> <div><div>*Payment Type</div><div><div></div><div></div></div></div>																				
<div><div>i</div></div>	<p>If the Payment Type field defaults to “Check”, proceed to Step 10.</p>																				
9.	<p>Select Check.</p> <div><div><div></div><div>Check</div></div></div>																				
<div><div>i</div></div>	<p>Check is the only value for this field.</p>																				
10.	<p>Enter the amount of the expense in the Amount field.</p> <div><div>*Amount</div><div><div></div><div>0.00</div></div></div>																				
11.	<p>Click the Non-Reimbursable checkbox option.</p> <div><div><div><input type="checkbox"/></div><div>Non-Reimbursable</div></div></div>																				
12.	<p>Make any adjustments to the ChartField values, if needed, in the Accounting Details section.</p> <div><div><div>Accounting Details</div><div><div>Chartfields</div><table><tr><th>Amount</th><th>GL Unit</th><th>Monetary Amount</th><th>Currency Code</th><th>Exchange Rate</th><th>SpeedType Key</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>107.00</td><td>50100</td><td>107.00</td><td>USD</td><td>1.00000000</td><td></td><td>5012850</td><td>04100</td><td>699001</td><td>10017</td></tr></table></div></div></div>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	107.00	50100	107.00	USD	1.00000000		5012850	04100	699001	10017
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department												
107.00	50100	107.00	USD	1.00000000		5012850	04100	699001	10017												



Accounts Payable Job Aid

AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Step	Action
	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. 
	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 **Create Expense Report** summary page refreshes and displays the **Summary and Submit** page.

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

Page Header: New Window | Help | Personalize Page

Create Expense Report

Save for Later | Expense Details

Business Purpose: Training
Description: Business Writing Course
Reference: [Search]

Actions: Choose an Action | GO

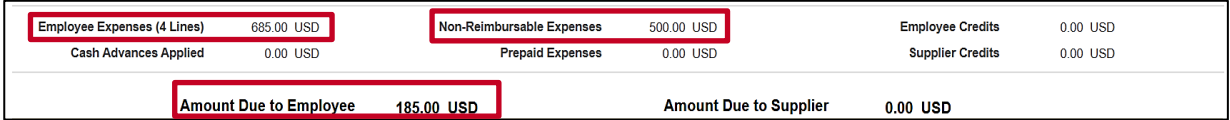
Totals ⓘ View Printable Version View Analytics Notes Attachments

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

☐ 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.


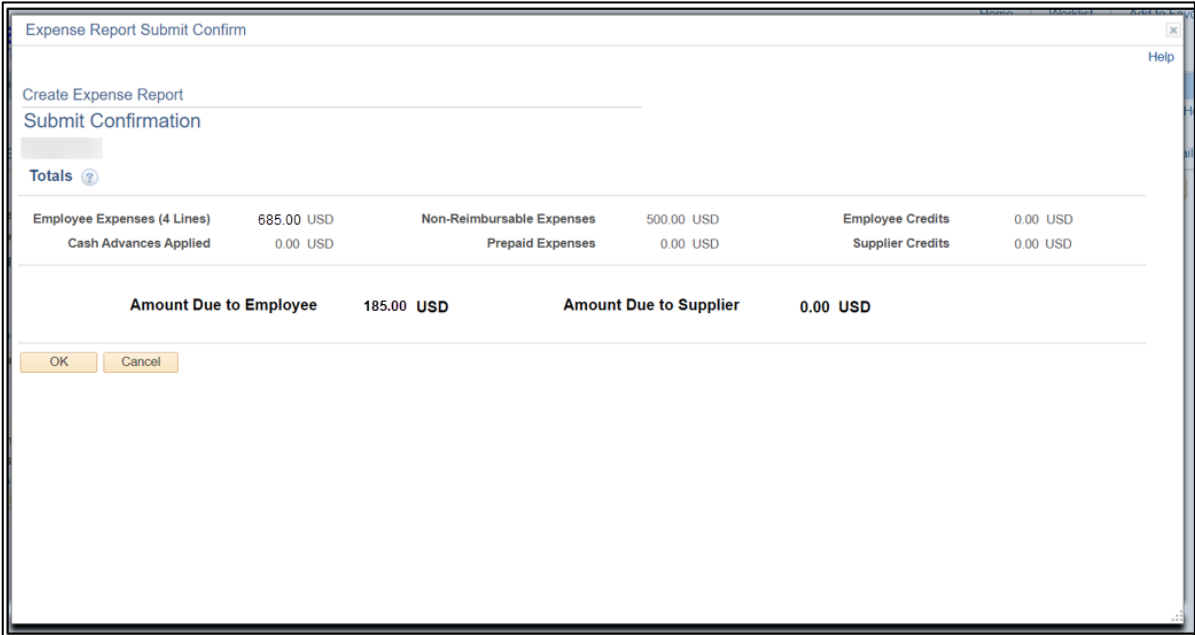
Submit Expense Report

15.	Verify that the Non-Reimbursable Expenses are included in the Employee Expenses field but are not included in the Amount Due to Employee total. 
-----	---



Accounts Payable Job Aid

AP315_Entering Non-Reimbursable Expenses (VDOT Only)


Step	Action
16.	<p>Click the Certification checkbox option.</p> <div><input type="checkbox"/> By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report</div>
	The page refreshes and the Submit Expense Report button is now enabled.
17.	<p>Click the Submit Expense Report button to submit the report.</p> <div><input checked="" type="checkbox"/> By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report</div>
The Submit Confirmation page displays in a pop-up window.	
	
18.	<p>Click the OK button.</p> <div>OK Cancel</div>

Step	Action
19	<p>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.</p> <div> <p>View Expense Report</p> <p>Your expense report 0000421664 has been submitted for approval.</p> <p>Business Purpose Training</p> <p>Description Business Writing Class</p> </div>

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.	<p>Navigate to the Expense Report page using the following path:</p> <p>Main Menu > Travel and Expenses > Expense Report > Create/Modify</p>
<p>The Expense Report Search page displays with the Add a New Value page displayed by default.</p> <div> <p>Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify</p> <p>Expense Report</p> <p>Add a New Value Find an Existing Value</p> <p>*Empl ID <input type="text"/> Q</p> <p>Add</p> </div>	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>

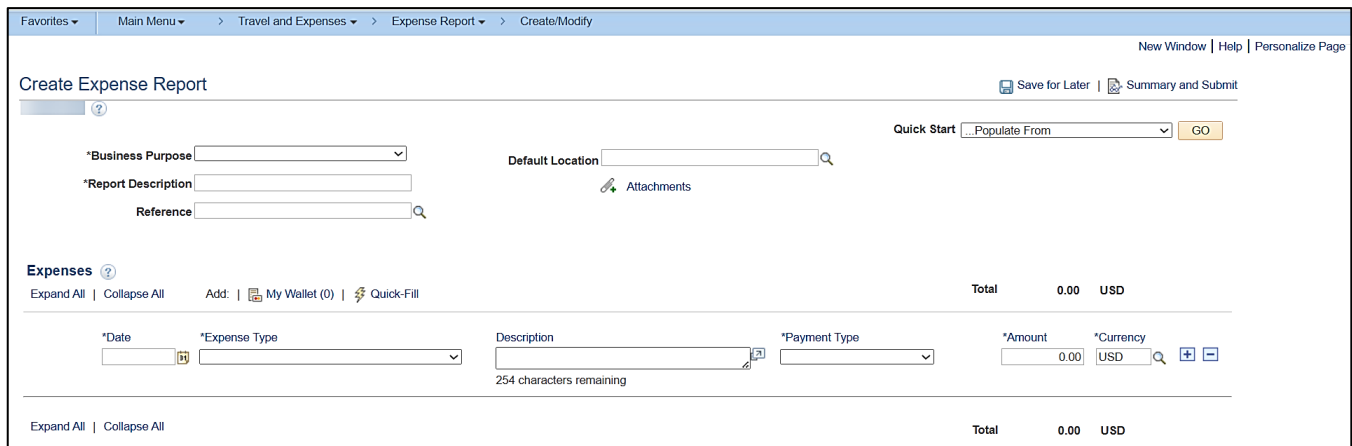



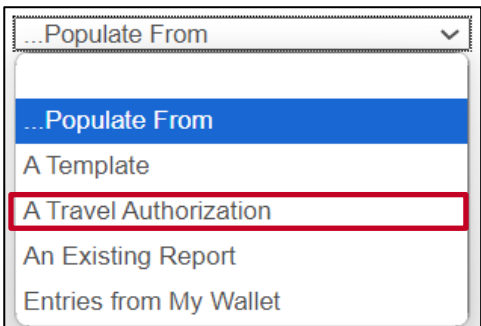
Accounts Payable Job Aid

AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Step	Action
2.	Enter or select the Employee ID in the Empl ID field. 
3.	Click the Add button. 

The **Create Expense Report** page displays.

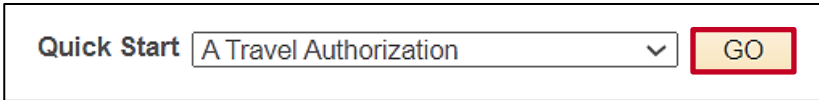
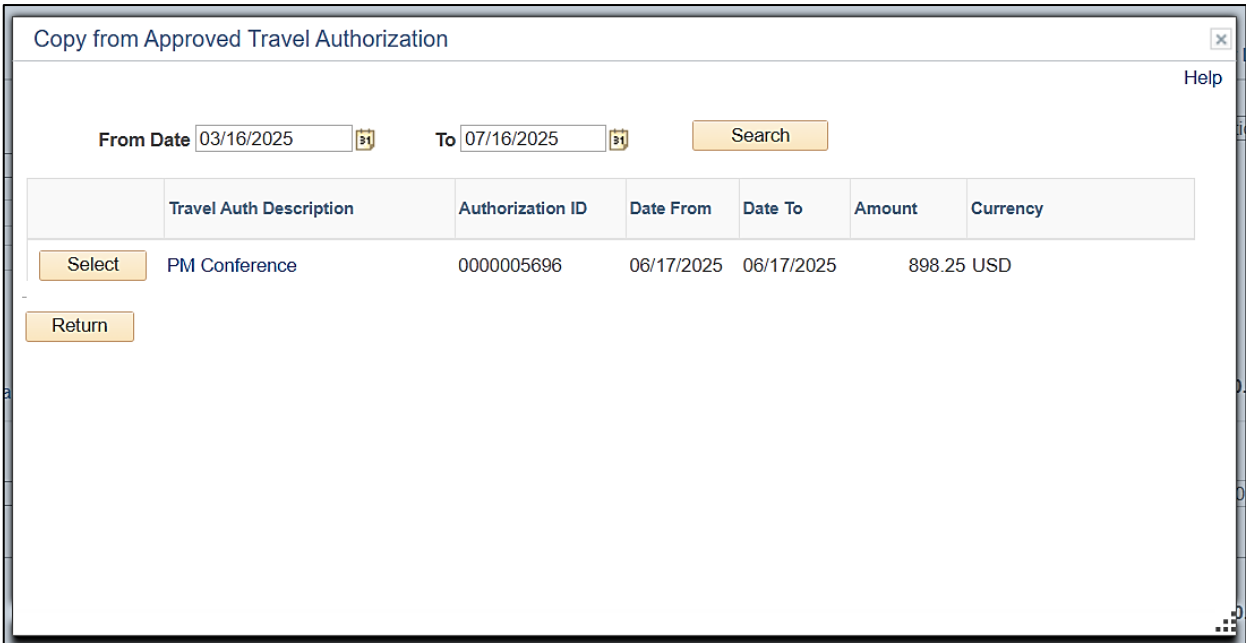
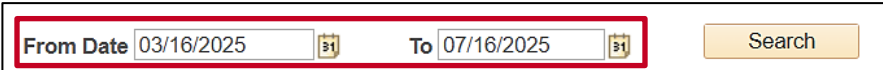

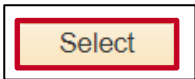


4.	Click the Quick Start ... Populate From dropdown button. 
5.	Click the A Travel Authorization list item. 



Accounts Payable Job Aid

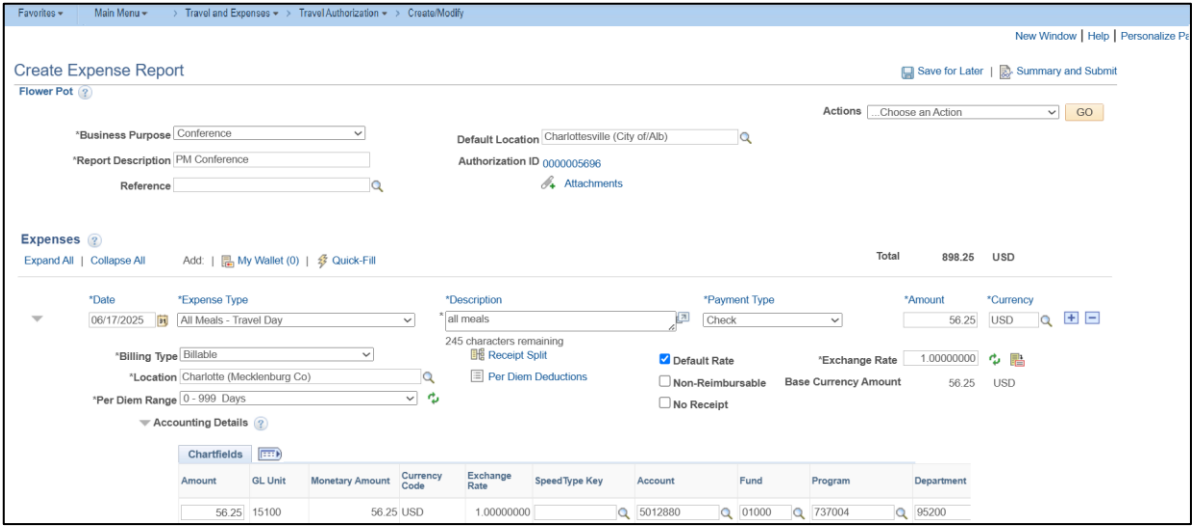

AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Step	Action
6.	<p>Click the GO button.</p> 
<p>The Copy from Approved Travel Authorization page displays in a pop-up window.</p> 	
7.	<p>Adjust the From Date and To Date fields if needed.</p> 
	<p>If the From Date and To Date fields are updated, the Search button must be clicked for the list Search results to update.</p>
8.	<p>Click the Select button next to the Travel Authorization that will be copied into the Expense Report.</p> 



Accounts Payable Job Aid

AP315_Entering Non-Reimbursable Expenses (VDOT Only)

Step	Action
	<p>The selected Travel Authorization information populates the applicable fields on the Header and Expense lines section of the Create Expense Report Page.</p> 
	Add additional lines and/or make any updates to the information that populates as applicable.
9.	Complete Steps 4-19 from the Entering Non-Reimbursable Expenses on the Expense Report section of this Job Aid.