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 must be 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 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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Revision History

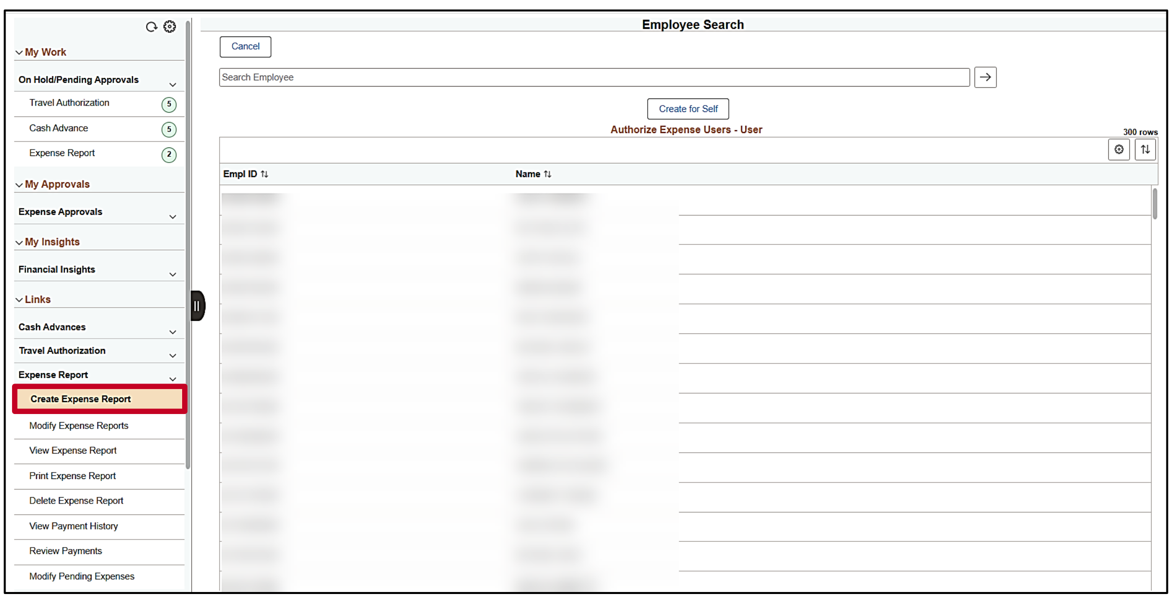
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

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 were not copied from a Travel Authorization.

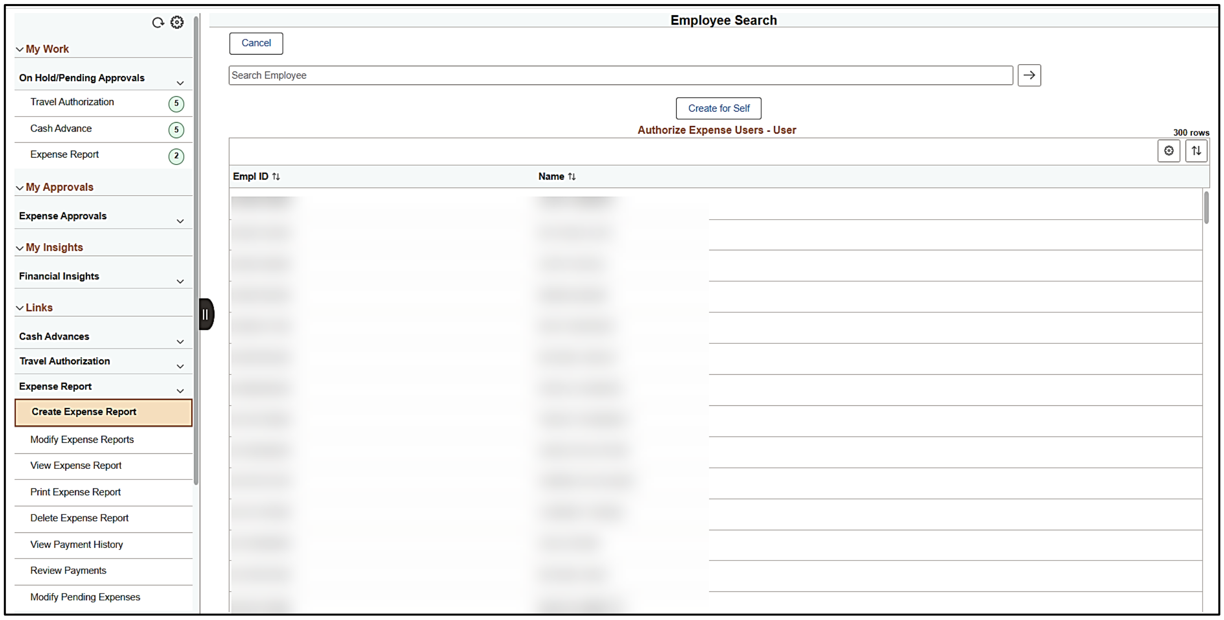
In this scenario, the employee attended a Training session, and the registration fee was prepaid by the Agency. While the registration fee is not being reimbursed to the employee, it needs to be included on the Expense Report for tracking and approval purposes.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Create Expense Report page by clicking the EX WorkCenter tile.

</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>2.</td><td>Use the following navigation path in the WorkCenter: Links > Expense Report > Create Expense Report

</td></tr>
<tr><td></td><td>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</td></tr>
</table>

Step	Action

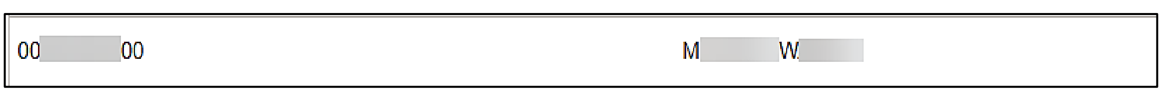
The **Employee Search** page displays.



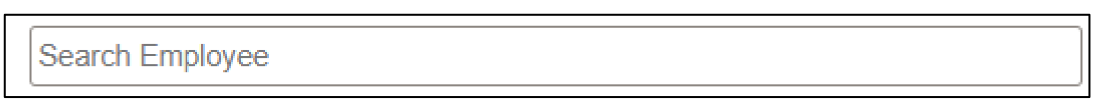
This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the **Expense Report** page.

- 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**.

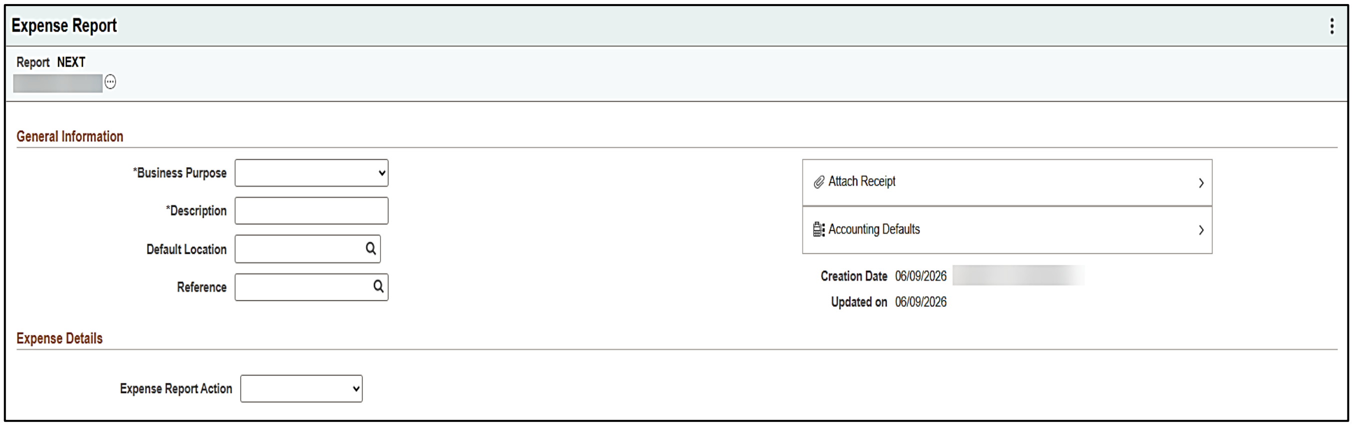
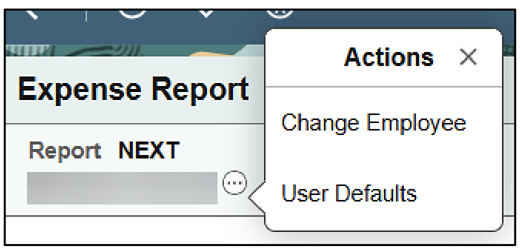
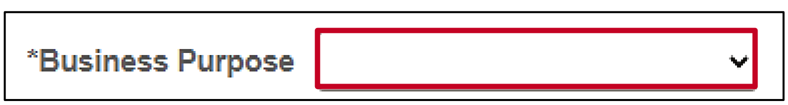
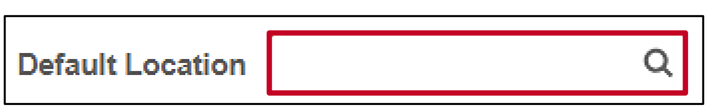
- If the Expense Report is being created for another employee, click the applicable name from the list on the **Employee Search** page.

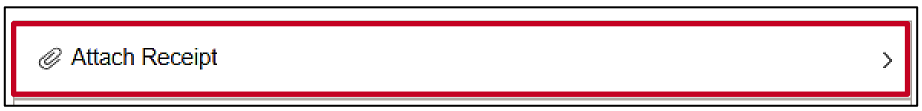
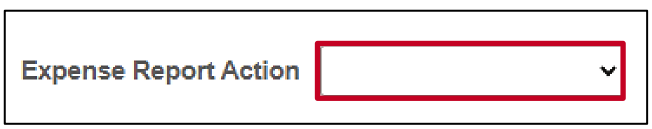
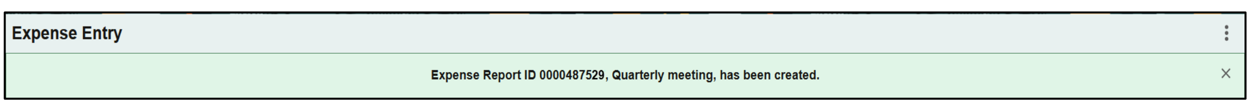


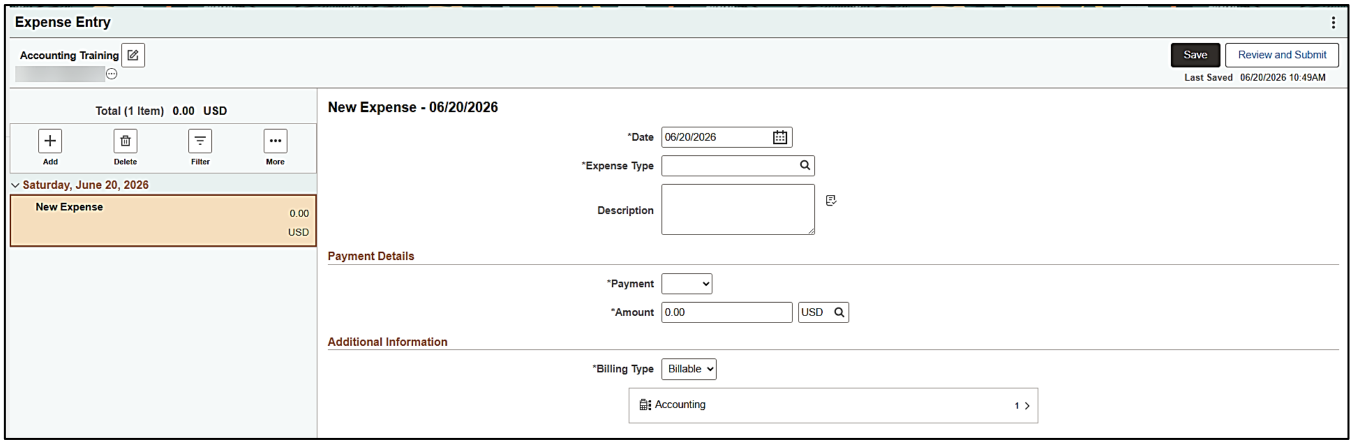
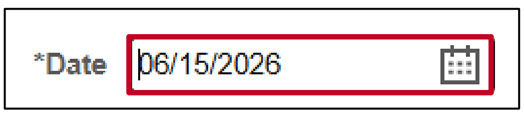
Users can also enter a specific name or employee ID in the **Search Employee** field.

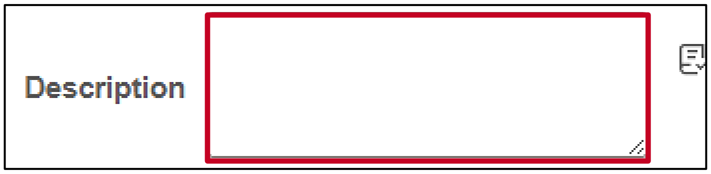
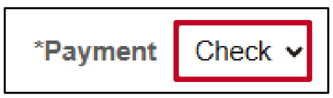
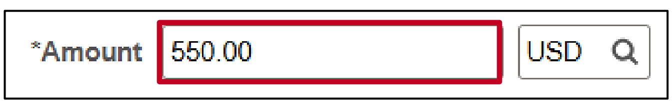
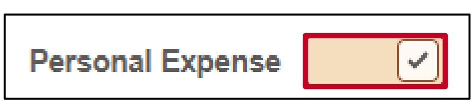


For this scenario, the employee is selected from the list.

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, and select the **Change Employee** option to select a different employee. 
3.	Click the **Business Purpose** dropdown button and select the applicable option. 
4.	Enter a description in the **Description** field. 
	This field has a limit of 30 characters.
5.	Enter or select the location for the expense in the **Default Location** field. 

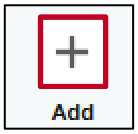
Step	Action
	While this is not a required field, it is recommended to complete as it populates on expense lines that require location. If the location is not listed, select the “In State Standard” or “Out of State Standard” option as applicable.
	The **Reference** field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field. 
6.	Click the **Attach Receipt** button to add documents/receipt as applicable. **Note**: Users can add up to 10 attachments at one time. 
	See the **Appendix** section of this Job Aid for a list of allowed extensions that can be used as attachments in Cardinal.
7.	Click the **Expense Report Action** drop-down button and select “Add Expense Lines”. 
	The **Expense Report ID** number displays in the Header for several seconds, as the **Expense Entry** page displays. 

Step	Action
The **Expense Entry** page displays. 	
8.	Enter or update the **Date** field. **Note**: This fields defaults with the current date. 
9.	Select the Expense Type using the **Expense Type Look up** icon. For this scenario, "Registration Fee" is selected. 
	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: • Expense Types configured in Cardinal • Description of the Expense Type • Additional Required fields that display for the Expense Type • The Default ChartField Account code for the expense Once the **Expense Type** is selected, the required fields display on the expense line as applicable.

Step	Action
10.	Enter a description for the expense in the **Description** field. 
	This field holds a maximum of 254 characters including spaces.
11.	Click the **Payment** drop-down button and select “Check”. If this field defaults, proceed to the next Step. 
	“Check” is the only option for this field.
12.	Enter the amount for the expense in the **Amount** field if applicable. For this scenario “550.00” is the registration fee that was prepaid for the training. 
	The **Billing Type** field defaults as “Billable” and cannot be changed. 
13	Click the toggle for **Personal Expense**. 
	When an expense was prepaid or direct billed and the employee should not be reimbursed for that specific expense, the **Personal Expense** toggle must be selected. This ensures that the expense is recorded for documentation of the full cost of the expense, while ensuring the employee does not receive this as part of the reimbursement. Failure to select this option will cause the funds to be paid to the employee and the Agency will need to work with the employee to have the funds returned.

Step | **Action**

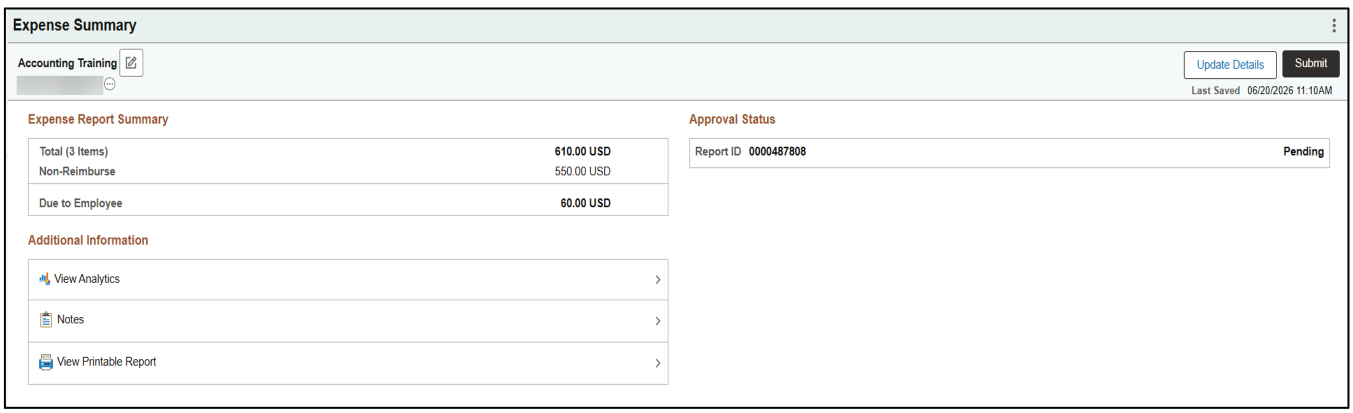
14. Click the **Add Expense** button on the left side of the **Expense Entry** page to add an additional expense line.



15. Repeat **Steps 7-14** until all anticipated expenses have been entered.

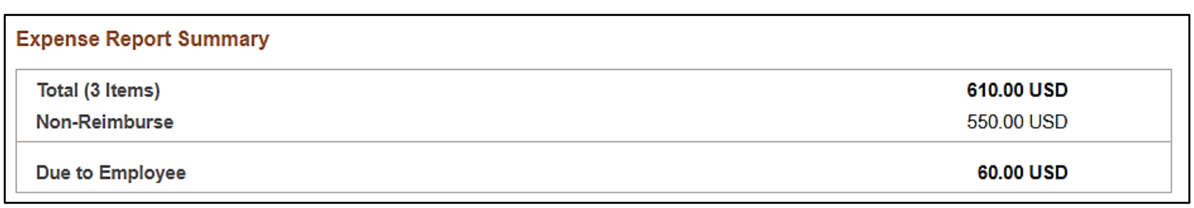
16. Click the **Review and Submit** button once all expenses have been entered.

The **Expense Summary** page displays.

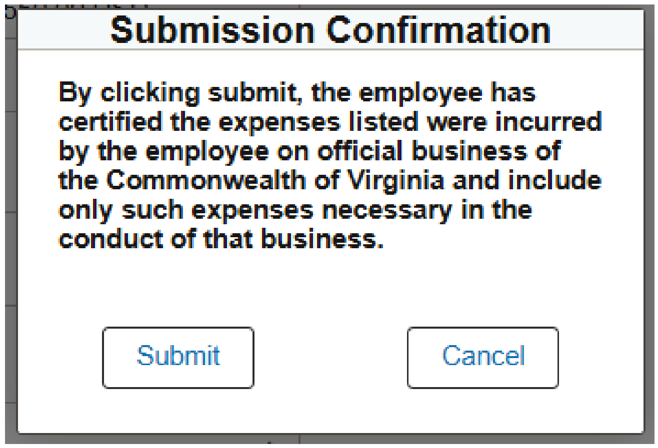
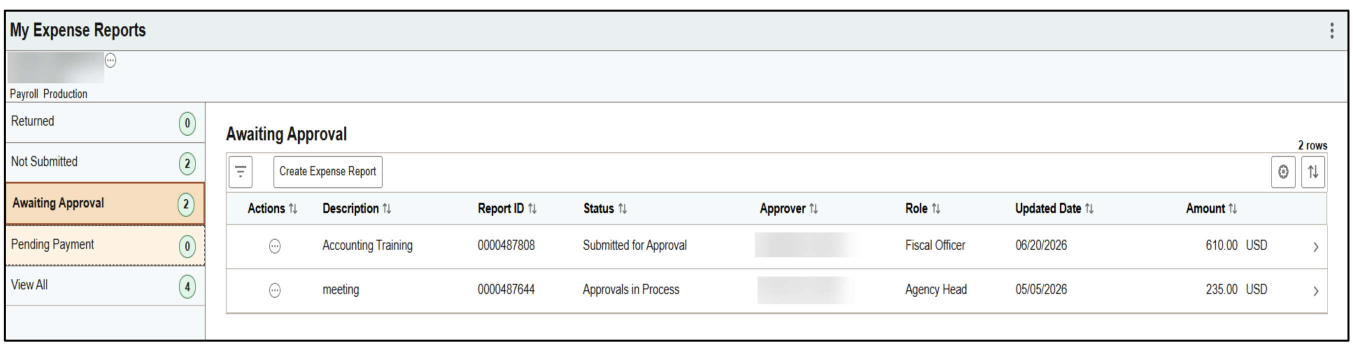
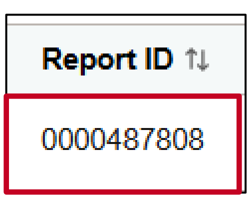


15. Review the **Expense Report Summary** section and verify that the Non-Reimbursable Expense(s) amount is:

- Included in the **Total** field
- Totaled in the **Non-Reimburse** field
- Not included in the **Due to Employee** field.



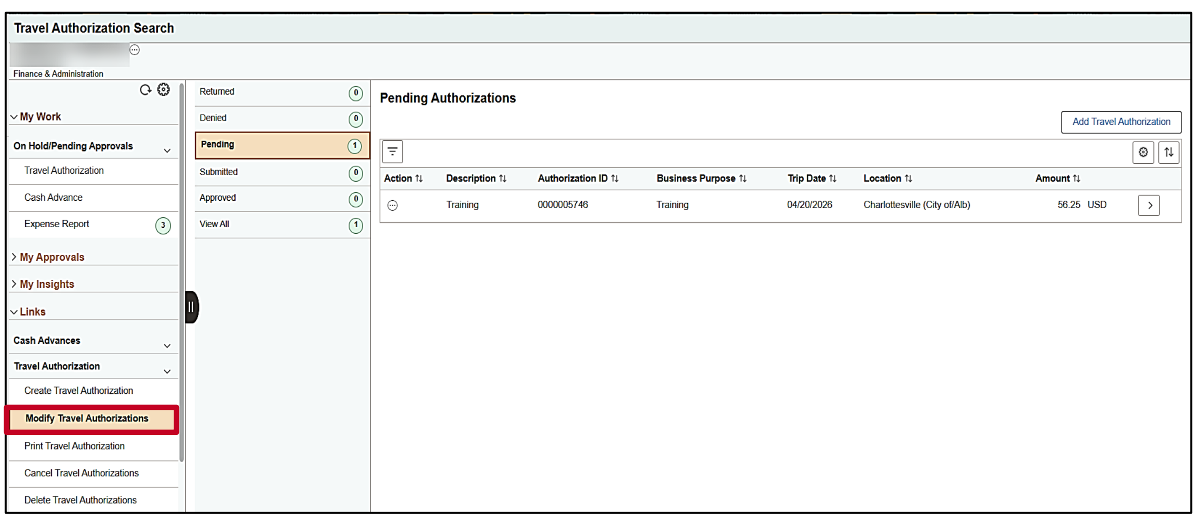
16. Click the **Submit** button.

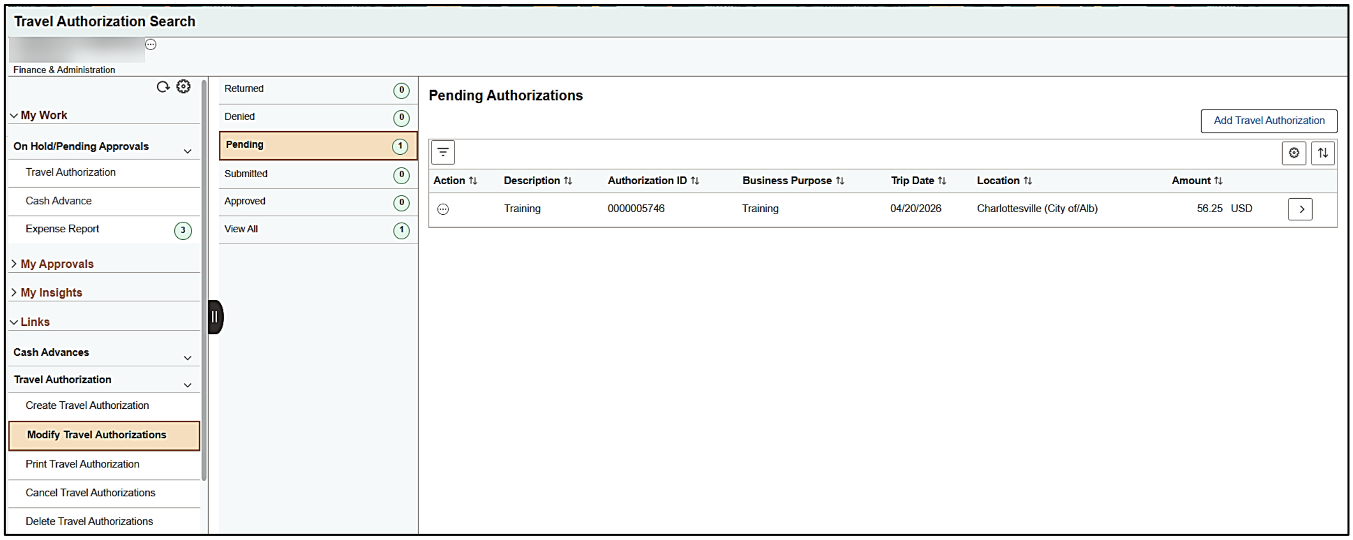
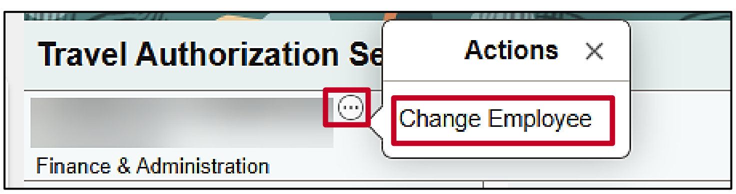
Step	Action
	The **Submission Confirmation** message displays in a pop-up window. 
17.	Click the **Submit** button to submit the report. 
	The **My Expense Reports** page displays. 
18.	Make note of the Expense Report number in the **Report ID** field. 

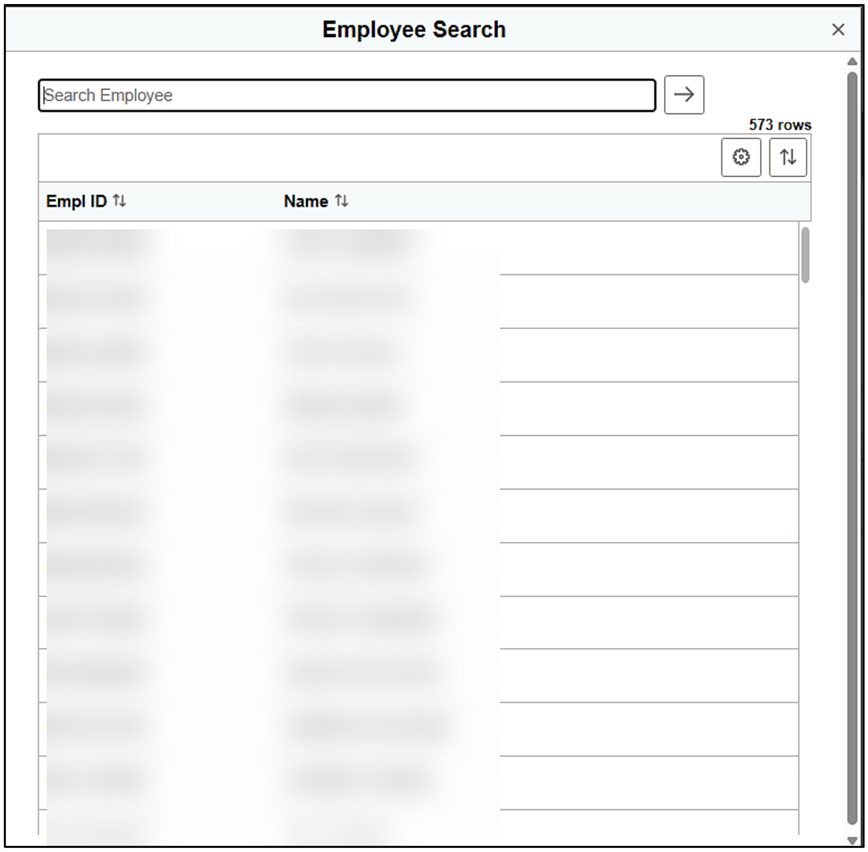
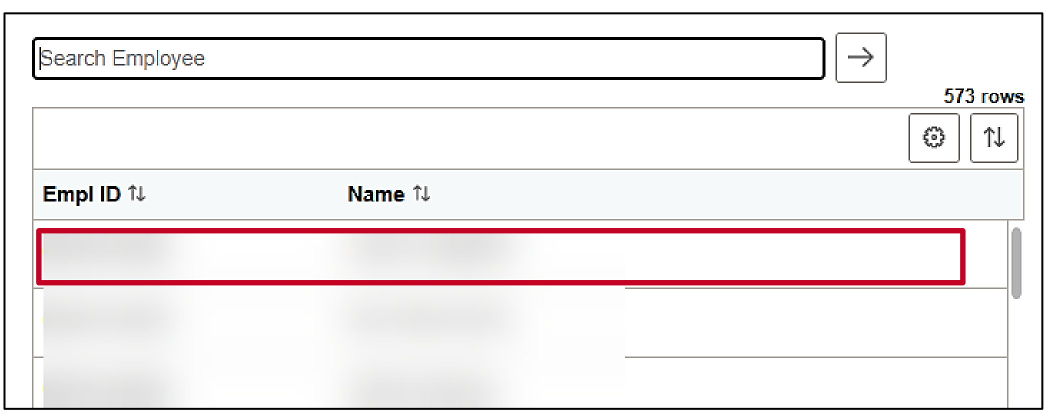
Entering Non-Reimbursable Expenses when Copying from a Travel Authorization

To copy a Travel Authorization into an Expense Report in Cardinal, the Travel Authorization must be entered, submitted and approved. When entering a Travel Authorization, expense transactions cannot be marked as non-reimbursable. 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.

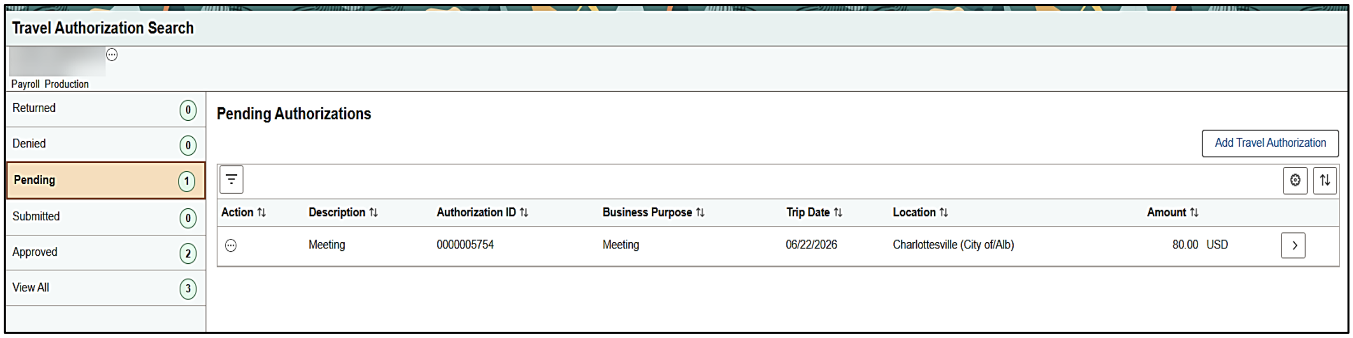
Step	Action
1.	Navigate to the Expense Report entry page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Travel Authorization > Modify Travel Authorizations** 
	Users can also access the **Create Expense Report** 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 the employee's name in the **Header** section and select **Change Employee**. 

Step	Action
	The **Employee Search** page displays in a pop-up window. 
4.	Search for or select the applicable employee by clicking on their name. For this scenario, the employee's name is clicked from the list. 

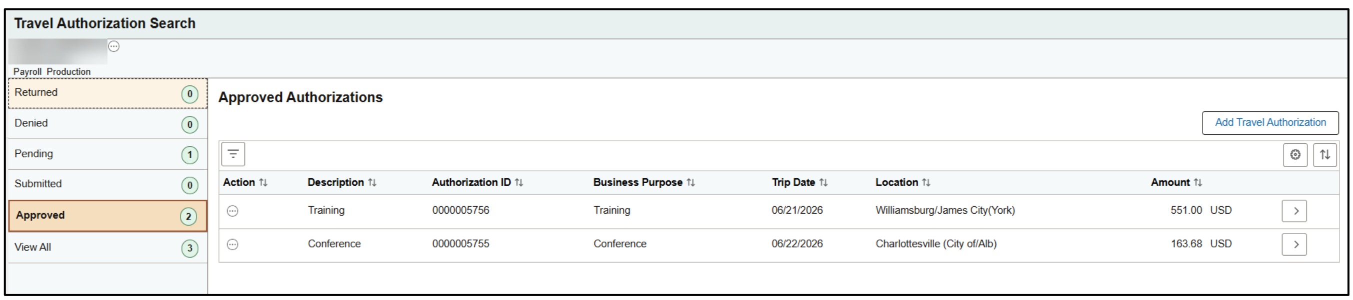
Step	Action

The **Travel Authorization Search** pages refreshes and displays information for the selected employee.



5. Click the **Approved** option.

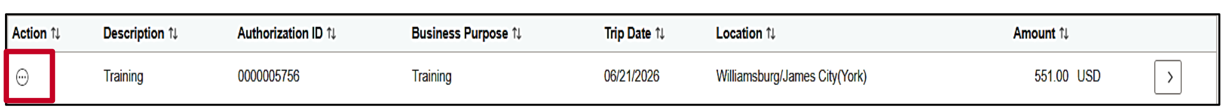
The page refreshes and the **Approved Authorizations** page display.

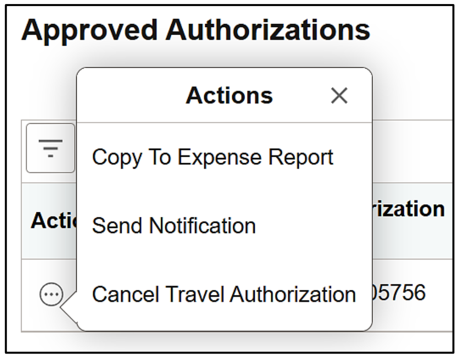


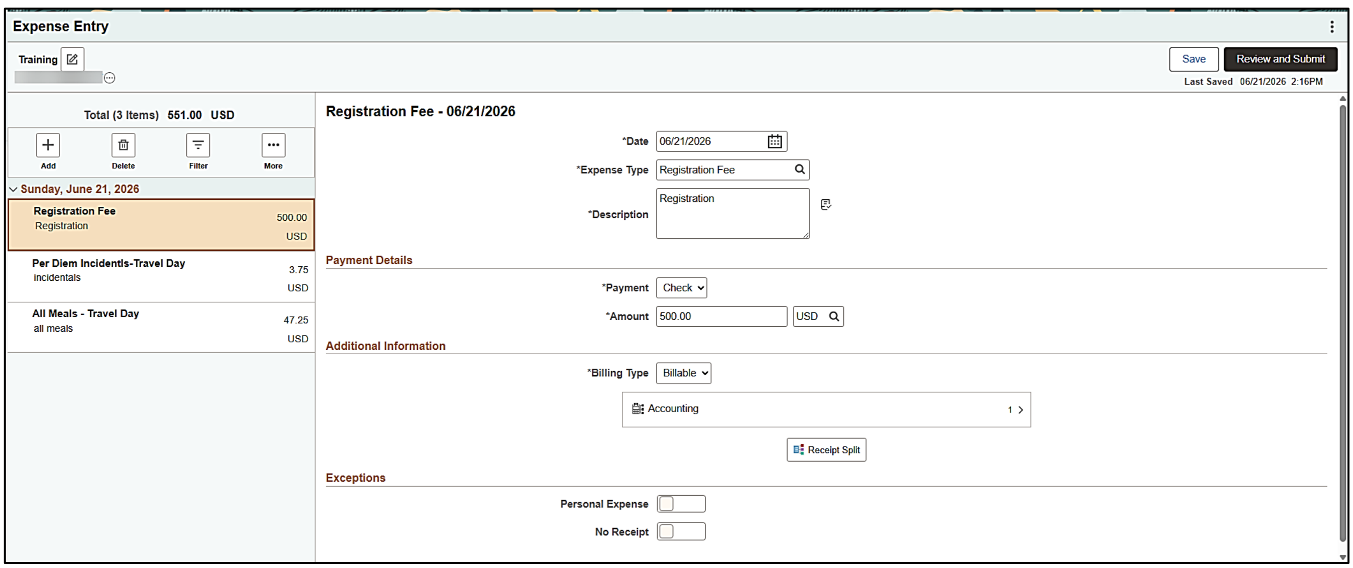
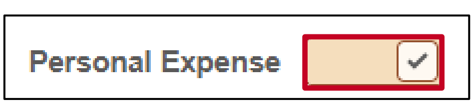
Travel Authorizations must be approved in order for them to be copied into an Expense Report.

For this scenario, the employee has two approved Travel Authorizations.

6. Click the **Action** icon on the row for the Travel Authorization to be copied into the Expense Report.

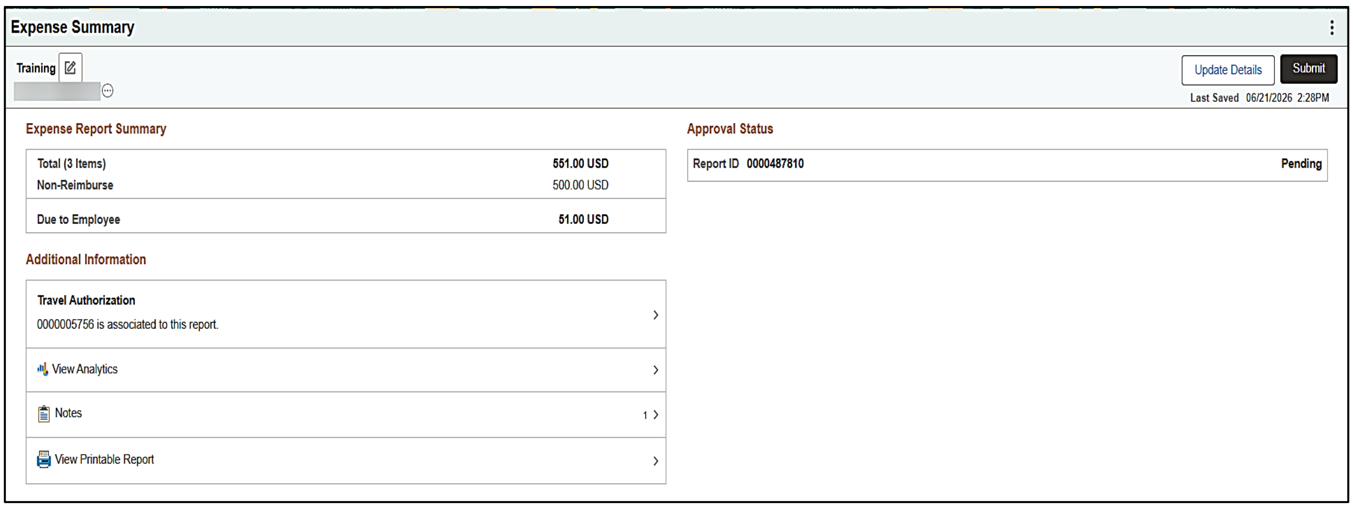


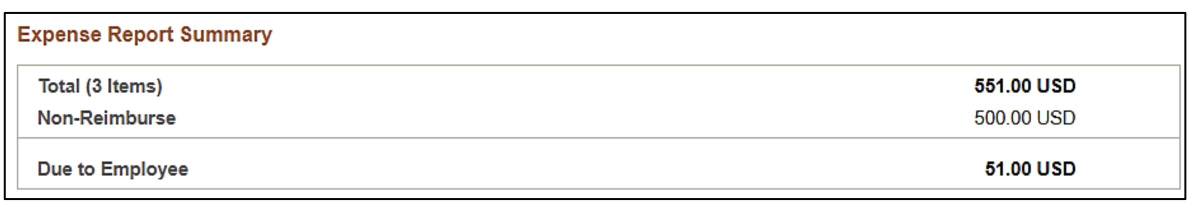
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Actions menu options display in a pop-up window.

</td></tr>
<tr><td>7.</td><td>Click the Copy to Expense Report option.

</td></tr>
<tr><td colspan="2">The Expense Entry page displays with the copied information populated.

</td></tr>
<tr><td></td><td>For this scenario, the Registration Fee expense was prepaid and should not be included for reimbursement to the employee.</td></tr>
<tr><td>8.</td><td>Click the Personal Expense field toggle for the Registration Fee expense line.

</td></tr>
</table>

Step	Action
ℹ	This marks the expense as non-reimbursable to the employee.
9.	Enter or update any additional expense lines as applicable.
10.	Click the **Review and Submit** button. 

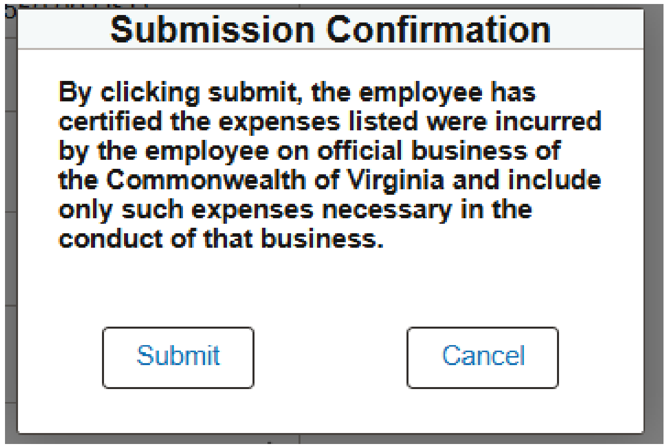
The **Expense Summary** page displays.



Step	Action
11.	Review the **Expense Report Summary** section and verify that the Non-Reimbursable Expense(s) amount is: • Included in the **Total** field • Totaled in the **Non-Reimburse** field • Not included in the **Due to Employee** field 
12.	Click the **Submit** button. 

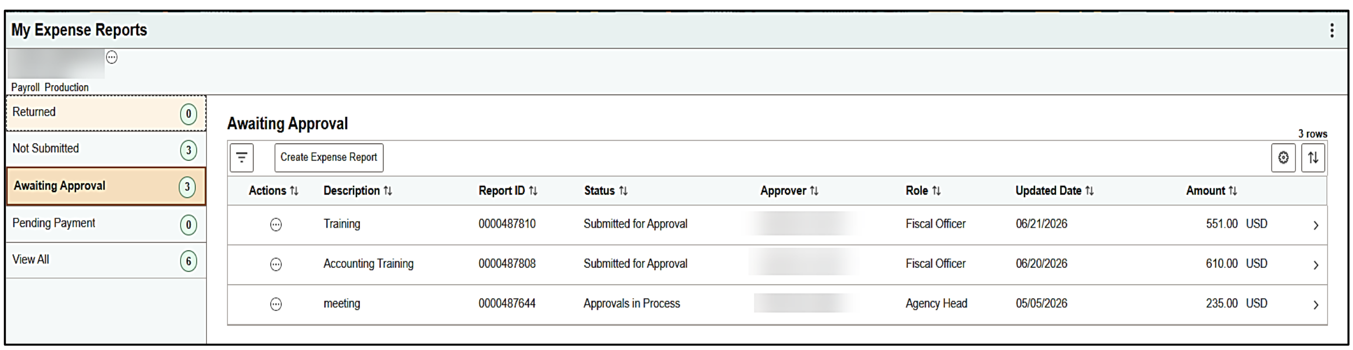
Step	Action

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



13. Click the **Submit** button to submit the report.

The **My Expense Reports** page displays.



Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	Training	0000487810	Submitted for Approval		Fiscal Officer	06/21/2026	551.00 USD
	Accounting Training	0000487808	Submitted for Approval		Fiscal Officer	06/20/2026	610.00 USD
	meeting	0000487644	Approvals in Process		Agency Head	05/05/2026	235.00 USD

14. Make note of the Expense Report number in the **Report ID** field.