

Expenses: Using Expense Types

Overview

- This job aid is intended to help employees select the correct expense type.
- This job aid details expense types that require additional fields.
 - Airfare
 - Car Rental
 - Per Diem
 - Business Meals
 - Lodging
- This job aid explains how to split funding between two different departments.
- This job aid explains how to enter an expense for recruiting expenses.

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I. Airfare

The screenshot shows the 'Airfare 3/5/20' entry form. The form is divided into several sections:

- Header:** 'Airfare 3/5/20' with navigation buttons: 'Add to Report', 'Close', and 'Cancel'.
- Form Fields:**
 - * Date: 3/5/20
 - * Template: Faculty / Staff Travel - Domestic
 - * Type: Airfare
 - * Expense Location: Tacoma, Pierce, WA, United S
 - * Amount: USD - 50.00
 - * Description: PNNL Conference
 - * Merchant Name: AA
 - * Flight Class: Coach
 - * Departure City: Dallas
 - * Arrival City: Seattle
 - * Passenger Name: Lady Bear
 - Account: 110-10730-100-1000000-93843-701-01
 - Project Number: [Search]
 - Task Number: [Search]
 - Contract Number: [Search]
 - Funding Source: [Search]
 - Airline Fee Type: Ticket
 - Passenger Affiliation: Employee
- Attachments:** Airfare Receipt.pdf + X
- Other Options:** Receipt missing, Authorization: None +

I. Required Fields:

- a. Date: Date of transaction
- b. Template: Account code is derived from template/type combination
- c. Expense Location: Location where expense occurred
- d. Amount: Amount that will be reimbursed
- e. Description: Business purpose for trip
- f. Merchant Name: Name of airline
- g. Flight Class: Ticket class
- h. Departure City: Origin of trip
- i. Arrival City: Destination of trip
- j. Passenger Name: Name of passenger on ticket
- k. Airline Fee Type: List if this is a ticket fee, change, or other fee
- l. Passenger Affiliation: If the ticket is for an employee, or if it was purchased on behalf of someone else such as a guest
- m. Attachments: Receipt

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2. Car Rental

The screenshot shows the 'ignite BPT' interface for a 'Car Rental' expense entry. The form is titled 'Car Rental 3/5/20' and includes a navigation bar with 'Add to Report', 'Close', and 'Cancel' buttons. The main form area contains several input fields and sections:

- Date:** 3/5/2020
- Template:** Faculty / Staff Travel - Domestic
- Type:** Car Rental
- Expense Location:** Tacoma, Pierce, WA, United S
- Amount:** USD - 250.00
- Number of Days:** 3
- Daily Amount:** 83.33 USD
- Description:** PNNL Conference
- Merchant Name:** Hertz
- Attachments:** Rental Car.pdf
- Receipt missing:**
- Authorization:** None
- Account:** 110-10730-100-1000000-93843-701-01
- Project Number:** [Searchable field]
- Task Number:** [Searchable field]
- Contract Number:** [Searchable field]
- Funding Source:** [Searchable field]

I. Required Fields:

- a. Date: Date of transaction
- b. Template: Account code is derived from template/type combination
- c. Expense Location: Location where expense occurred
- d. Amount: Amount that will be reimbursed
- e. Number of Days: Total days rented
- f. Description: Business purpose
- g. Merchant Name: Name of supplier
- h. Attachments: Receipt required if over \$55

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3. Per Diem

The screenshot shows the 'Create Expense Item' form. At the top right, there are buttons for 'Calculate', 'Add to Report', 'Create Another', 'Close', and 'Cancel'. The form fields include: Template (Faculty / Staff Travel - Domestic), Type (Meals - Per Diem), Start Date and Time (11/01/2021 9:00 AM), End Date and Time (11/01/2021 9:48 PM), Destination (Dallas, Dallas, TX, United States), Trip Includes (No deductions), Per Diem Total (42.00 USD), and Description (one day meals). On the right side, there is an Attachments section with a 'Drag files here or click to add attachment' button, a 'Receipt missing' checkbox, and an Authorization dropdown set to 'None'. Below these are fields for Account (110-11300-100-1000000-93843-70), Project Number, Task Number, Expenditure Organization, Contract Number, and Funding Source.

I. Required Fields:

- a. Template: Account code is derived from template/type combination
- b. Start Date and Time: Use the calendar to enter the date and time departing for the trip
- c. End Date and Time: Use the calendar to enter the date and time returning from the trip
- d. Destination
- e. Trip Includes:
 - i. **Deductions** (if any meals were provided or claimed as a separate business expense, and per diem should be excluded)
 - ii. **No deductions** (if no meals were provided)
- f. Description: Business purpose for claiming per diem
- g. If claiming deductions, click **Add Details**

A close-up of the bottom right corner of the form. It shows a dropdown menu with 'Meals - Per Diem 3/7/20' selected. To its right is a yellow button labeled 'Add Details', which is highlighted with a red box. Further right are yellow buttons for 'Add to Report', 'Close', and 'Cancel'.

- h. From the deductions screen, click the dropdown arrow next to each meal to select if the meal will be claimed or excluded from the reimbursement:
 - i. Claim Per Diem (Requesting reimbursement for per diem)
 - ii. Exclude Per Diem (Not requesting reimbursement for per diem)
 - iii. Expensed Separately (A separate expense item is being reimbursed that includes a meal, per diem is not being claimed)

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Meals - Per Diem 3/7/20: Per Diem Trip Details (3) Back Add to Report Close Cancel

Reimbursable Amount 0.00 USD

3/7/20 8:00 AM - 3/7/20 11:59 PM	* Breakfast	Claim Per Diem	0.00
	* Lunch	Claim Per Diem	
	* Dinner	<input type="text" value="Dinner"/>	
3/8/20	* Breakfast	Claim Per Diem Exclude Per Diem Expensed Separately	0.00
	* Lunch	<input type="text"/>	
	* Dinner	<input type="text"/>	
3/9/20 12:00 AM - 3/9/20 11:00 AM	* Breakfast	<input type="text"/>	0.00
	* Lunch	<input type="text"/>	

- i. Once the deductions have been completed, click the **arrow** next to Close button then click **Save**, click **Back** to return to the expense item
- j. If claiming no deductions, click the **Calculate** button to populate the per diem total. Click **Close** to save and close.



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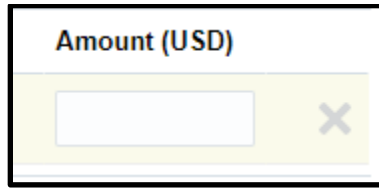
I. Less than 10 attendees (be sure correct expense type is selected **Business Meals/Hospitality > 10**):

- Date: Date of transaction
- Template: Account code is derived from template/type combination
- Expense Location: Location where expense occurred
- Amount: Amount that will be reimbursed
- Description: Business purpose for meal
- Merchant Name: Name of supplier
- Attachments: Receipt
- Add Attendees:

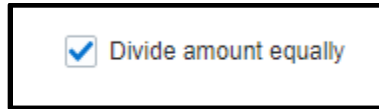
Add Baylor attendees by clicking the + next to Employees. Add individuals not affiliated with Baylor by clicking the + next to Nonemployees.

- Enter the amount on each line, or click divide equally to divide the total.

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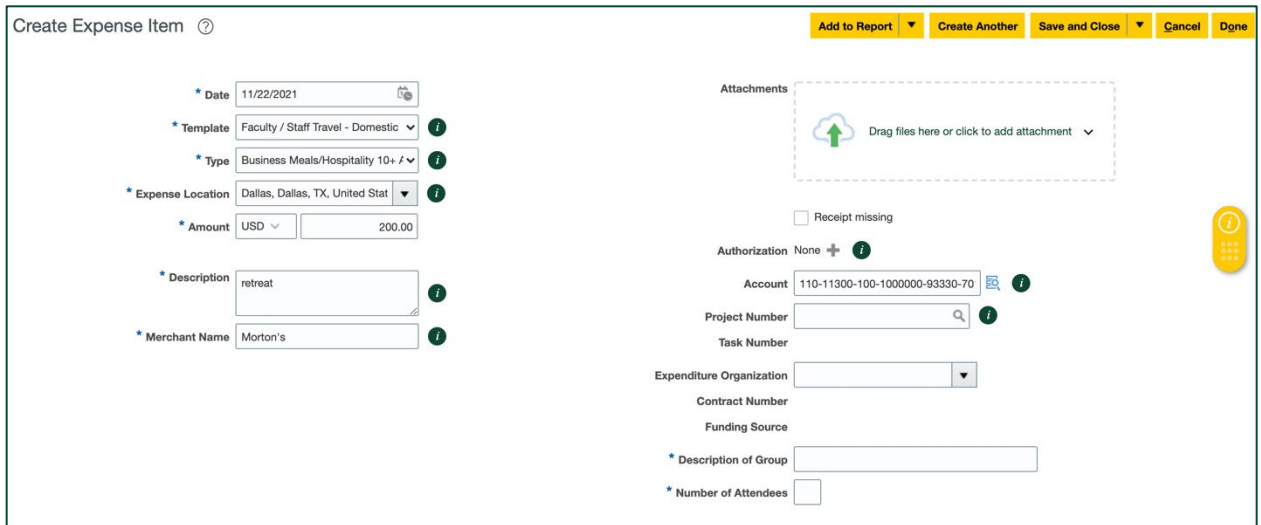


A screenshot of a form field labeled "Amount (USD)". The field is empty and has a light green background. A small 'X' icon is visible in the top right corner of the field.



A screenshot of a checkbox labeled "Divide amount equally". The checkbox is checked, and the text "Divide amount equally" is displayed to its right.

2. More than 10 attendees (be sure correct expense type is selected **Business Meals/Hospitality + 10**):



A screenshot of the "Create Expense Item" form. The form is titled "Create Expense Item" and has a yellow header bar with buttons: "Add to Report", "Create Another", "Save and Close", "Cancel", and "Done". The form contains several fields:

- * Date: 11/22/2021
- * Template: Faculty / Staff Travel - Domestic
- * Type: Business Meals/Hospitality 10+ /
- * Expense Location: Dallas, Dallas, TX, United Stat
- * Amount: USD, 200.00
- * Description: retreat
- * Merchant Name: Morton's
- Attachments: Drag files here or click to add attachment
- Receipt missing:
- Authorization: None
- Account: 110-11300-100-1000000-93330-70
- Project Number: [Search]
- Task Number: [Search]
- Expenditure Organization: [Dropdown]
- Contract Number: [Text]
- Funding Source: [Text]
- * Description of Group: [Text]
- * Number of Attendees: [Text]

- a. Date: Date of transaction
- b. Template: Account code is derived from template/type combination
- c. Expense Location: Location where expense occurred
- d. Amount: Amount that will be reimbursed
- e. Description: Business purpose for meal
- f. Merchant Name: Name of supplier
- g. Attachments: Receipt
- h. Description of Group: Name the department/event name (i.e. New Student Orientation)
- i. Number of Attendees: Number must be greater than 10

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5. Lodging

Create Expense Item

3/9/2020
Faculty / Staff Travel - Domestic
Lodging
Tacoma, Pierce, WA, United S
USD - 500.00 Itemize
Reimbursable Amount 500.00 USD

Conference Hotel
Hilton
3/13/20

Hotel Receipt.pdf
Receipt missing
None

110-10730-100-1000000-93843-701-01
Project Number
Task Number
Contract Number
Funding Source

1. Required Fields:

- Date: Date of transaction
- Template: Account code is derived from template/type combination
- Expense Location: Location where expense occurred
- Amount: Amount that will be reimbursed
- Description: Business purpose for stay
- Merchant Name: Name of supplier
- Attachments: Receipt

2. Itemization:

- If receipt includes other fees than lodging (such as Parking, Internet, Meals, etc.), then it should be itemized by clicking the **Itemize** button next to the amount.
- Click the dropdown arrow under Type to select the appropriate category to itemize the expense, and enter an amount.

Create Expense Item

Business 0.00
Personal 0.00
Lodging 500.00 USD
Remaining Balance 500.00

Type	Date	Daily Amount	Days	Amount (USD)	Personal
Lodging - Itemization	3/9/20			0.00+	<input type="checkbox"/>

Internet - Itemization
Laundry - Itemization
Lodging - Itemization
Lodging Advance Deposit - Itemization
Meals Actual Cost - Itemization
Parking - Itemization

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c. Click the + icon to add additional lines.

The screenshot shows an expense entry form with a summary at the top right: Business 500.00, Personal 0.00, and Remaining Balance 0.00. A red box highlights a '+' icon in the top left. Below the summary is a table with columns: * Type, * Date, Daily Amount, Days, * Amount (USD), and Personal. The first line is 'Parking - Itemization' for date 3/9/2020, with a daily amount of 50.00, 1 day, and a total amount of 50.00. Below this line are fields for 'Authorization None +' and 'Account' 110-10730-100-1000000-93843-701-01. The second line is 'Lodging - Itemization' for date 3/9/2020, with a daily amount of 450.00, 1 day, and a total amount of 450.00. It also has 'Authorization None +' and the same 'Account' field.

d. Select **Save and Close**.

6. All Other Types

The screenshot shows the 'Create Expense Item' form in the Ignite BPT system. The form includes fields for: * Date (3/9/20), * Template (Faculty / Staff Travel - Domestic), * Type (Parking), * Expense Location (Dallas, Dallas, TX, United States), * Amount (USD - 50.00), Reimbursable Amount (50.00 USD), * Description (Parking), * Merchant Name (DFW Airport), Attachments (None), Receipt missing (checkbox), Authorization (None), Account (110-10730-100-1000000-93843-701-01), Project Number, Task Number, Contract Number, and Funding Source. Buttons for 'Create Another', 'Close', and 'Cancel' are at the top right.

I. Required Fields:

- Date: Date of transaction
- Template: Account code is derived from template/type combination

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- c. Expense Location: Location where expense occurred
- d. Amount: Amount that will be reimbursed
- e. Description: Business purpose
- f. Merchant Name: Name of supplier
- g. Attachments: Receipt required if over \$55

7. Split Funding

The screenshot shows the 'Create Expense Item' form in the Ignite BPT system. The form is titled 'Create Expense Item' and has buttons for 'Create Another', 'Close', and 'Cancel'. The form fields include: Date (3/9/2020), Template (Faculty / Staff Travel - Domestic), Type (Split Funding), Expense Location (Tacoma, Pierce, WA, United S), Amount (USD - 600.00), Reimbursable Amount (600.00 USD), Description (Split Between Biology and Chemistry), Account (110-10730-100-1000000-93800-701-01), Attachments (None), Receipt missing (checkbox), Authorization (None), Project Number, Task Number, Contract Number, and Funding Source.

- I. If funding needs to be split between multiple departments, **Create Item** and select **Split Funding**:
 - a. Date: Date of transaction
 - b. Template: Account code is derived from template/type combination
 - c. Expense Location: Location where expense occurred
 - d. Amount: Amount that will be reimbursed
 - e. Description: Reason for splitting expense between departments
 - f. Attachments: Receipt

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2. Under **Itemization**:

- Select the type that best represents the expense purchased.
- Amount: Enter how much will be charged to specific department
- Merchant Name: Supplier name
- Description: Business purpose
- Click the **+** icon to add a new expense item.

		Business	300.00
		Personal	0.00
		Remaining Balance	0.00

+	▼	☰
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* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal
Car Rental	3/9/20	150.00	1	150.00	<input type="checkbox"/>

* Merchant Name: Hertz

* Description: Rented Van for conference travel

Authorization: None +

Account: 320-32330-100-1000000-00000-101-0

Car Rental	3/9/20	150.00	1	150.00	<input type="checkbox"/>
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* Merchant Name: Hertz

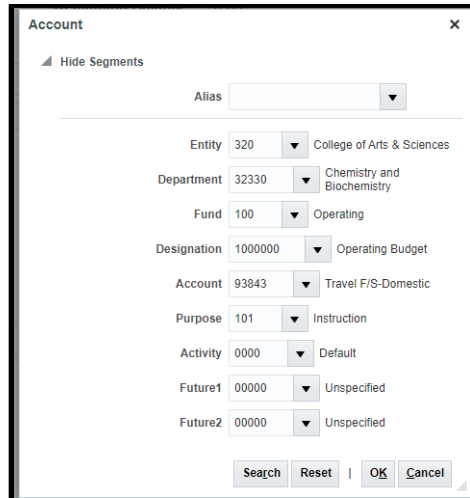
* Description: Rented Van for conference travel - Chemistry Charge

Authorization: None +

Account: 320-32330-100-1000000-93843-101-0

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- f. Account: Update the CoA segments to the correct combination



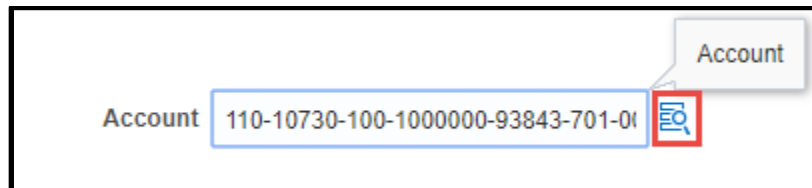
The screenshot shows a dialog box titled "Account" with a close button (X) in the top right corner. Below the title is a "Hide Segments" toggle. The main area contains several dropdown menus for CoA segments: Alias (empty), Entity (320 - College of Arts & Sciences), Department (32330 - Chemistry and Biochemistry), Fund (100 - Operating), Designation (1000000 - Operating Budget), Account (93843 - Travel F/S-Domestic), Purpose (101 - Instruction), Activity (0000 - Default), Future1 (00000 - Unspecified), and Future2 (00000 - Unspecified). At the bottom are buttons for Search, Reset, OK, and Cancel.

- g. Select **Save and Close**.

8. Recruiting Expenses

Note: There is not a specific expense type for recruiting. The Activity account segment must be updated to Recruiting to designate the expense item is a recruiting activity. The below example shows how to search for a segment value. If the value is known, it can be input directly.

1. To update the activity segment, first **open or create** an expense item.
2. Click the **Magnifier Icon** next to **Account**.



The screenshot shows a text input field labeled "Account" containing the value "110-10730-100-1000000-93843-701-01". To the right of the input field is a magnifying glass icon. A tooltip labeled "Account" is visible above the icon.

3. Click on the activity **drop down arrow**.

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Account

Hide Segments

Alias

Entity 110 Chief Business Officer

Department 10730 Financial Services

Fund 100 Operating

Designation 1000000 Operating Budget

Account 93843 Travel F/S-Domestic

Purpose 701 Inst Support-General

Activity 0000 Default

Future1 00000 Unspecified

Future2 00000 Unspecified

Search Reset | OK Cancel

4. At the bottom of the list, click **Search**.

Activity 0000 Default

Future1 0000 Default

Future2 1101 Strategic Initiative A

1102 Strategic Initiative B

1103 Strategic Initiative C

1104 Strategic Initiative D

1105 Strategic Initiative E

1106 Strategic Initiative F

1107 Strategic Initiative G

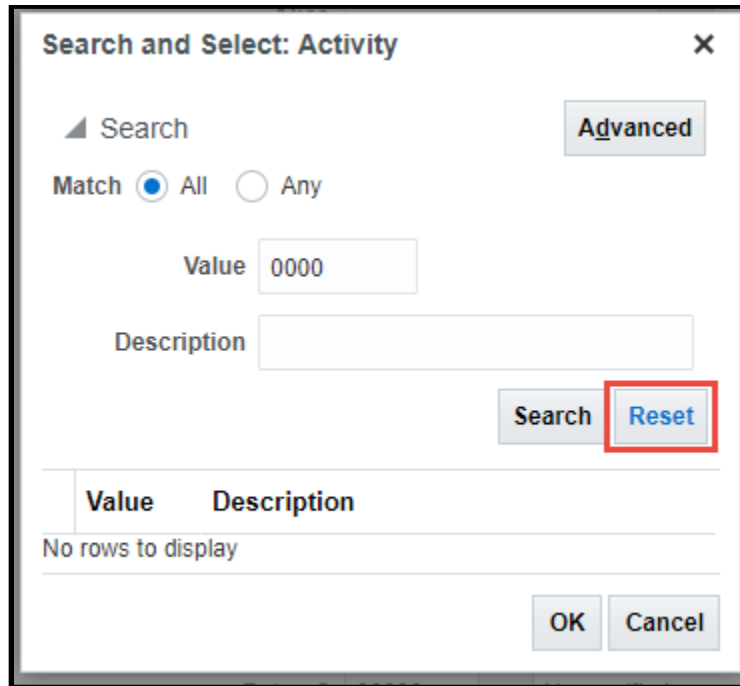
1108 Strategic Initiative H

1109 Strategic Initiative I

Search...

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5. Click **Reset** to clear the default values.



Search and Select: Activity [X]

Search [Advanced]

Match All Any

Value

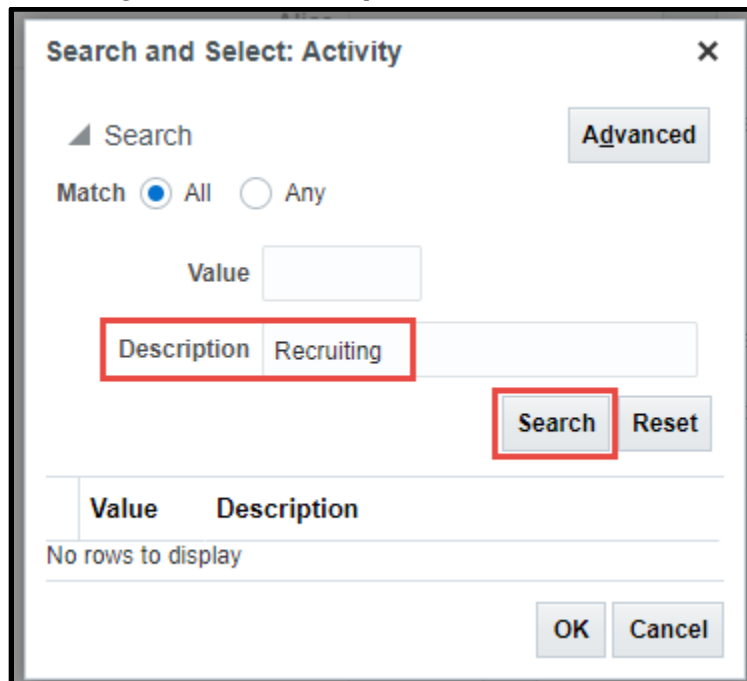
Description

Search [Reset]

Value	Description
No rows to display	

OK Cancel

6. Type "Recruiting" into the **Description** field then click **Search**.



Search and Select: Activity [X]

Search [Advanced]

Match All Any

Value

Description

Search [Reset]

Value	Description
No rows to display	

OK Cancel

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7. Select the recruiting value (line will be highlighted blue), then click **OK**.

Search and Select: Activity [X]

Search [Advanced]

Match All Any

Value

Description

[Search] [Reset]

Value	Description
4003	Recruiting

[OK] [Cancel]

8. The **Activity** segment has now been updated to **Recruiting**, and the user can click **OK** to finish processing the expense item as normal.

Account [X]

Hide Segments

Alias

Entity 110 [v] Chief Business Officer

Department 10730 [v] Financial Services

Fund 100 [v] Operating

Designation 1000000 [v] Operating Budget

Account 93843 [v] Travel F/S-Domestic

Purpose 701 [v] Inst Support-General

Activity 4003 [v] Recruiting

Future1 00000 [v] Unspecified

Future2 00000 [v] Unspecified

[Search] [Reset] [OK] [Cancel]