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.
I. Airfare

1. 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
2. Car Rental

1. 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
3. Per Diem

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

   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)
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.
1. Less than 10 attendees (be sure correct expense type is selected Business Meals/Hospitality > 10):
   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. Add Attendees:
      Add Baylor attendees by clicking the + next to Employees. Add individuals not affiliated with Baylor by clicking the + next to Nonemployees.
   i. Enter the amount on each line, or click divide equally to divide the total.
2. More than 10 attendees (be sure correct expense type is selected Business Meals/Hospitality + 10):

   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
5. Lodging

1. 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 stay
   f. Merchant Name: Name of supplier
   g. Attachments: Receipt

2. Itemization:
   a. 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.
   b. Click the dropdown arrow under Type to select the appropriate category to itemize the expense, and enter an amount.
c. Click the + icon to add additional lines.

d. Select **Save and Close**.

6. All Other Types

1. 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

f. Merchant Name: Name of supplier

g. Attachments: Receipt required if over $55

7. Split Funding

1. 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
2. **Under Itemization:**
   a. Select the type that best represents the expense purchased.
   b. Amount: Enter how much will be charged to specific department
   c. Merchant Name: Supplier name
   d. Description: Business purpose
   e. Click the + icon to add a new expense item.
f. Account: Update the CoA segments to the correct combination

![Account Segment](image)

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**.

![Account Search](image)

3. Click on the activity **drop down arrow**.
4. At the bottom of the list, click **Search**.
5. Click **Reset** to clear the default values.

6. Type “Recruiting” into the **Description** field then click **Search**.
7. Select the recruiting value (line will be highlighted blue), then click **OK**.

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