

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.

Expenses: Using Expense Types

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
- Authorization:** None +
- Receipt missing:**

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

Expenses: Using Expense Types

2. Car Rental

The screenshot shows the 'Car Rental 3/5/20' form in the Ignite BPT system. The form is titled 'Car Rental 3/5/20' and has a breadcrumb trail 'Car Rental 3/5/20'. The form contains the following fields and values:

- 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
- Authorization: None
- Account: 110-10730-100-1000000-93843-701-01
- Project Number: (empty)
- Task Number: (empty)
- Contract Number: (empty)
- Funding Source: (empty)

I. 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
- Number of Days: Total nights stayed
- Description: Business purpose
- Merchant Name: Name of supplier
- Attachments: Receipt required if over \$55

Expenses: Using Expense Types

3. Per Diem

Meals - Per Diem 3/7/20

Meals - Per Diem 3/7/20 | Add Details | Add to Report | Close | Cancel

* Template Faculty / Staff Travel - Domestic

* Type Meals - Per Diem

* Start Date and Time 3/7/20 8:00 AM

* End Date and Time 3/9/20 11:00 AM

* Trip Includes Deductions

Per Diem Total 0.00 USD

Attachments Rental Car.pdf

* Description PNNL Conference

Account 110-10730-100-1000000-93843-701-01

Project Number

Task Number

Contract Number

Funding Source

I. Required Fields:

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

Meals - Per Diem 3/7/20 | Add Details | Add to Report | Close | Cancel

- 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:
 - Claim Per Diem (Requesting reimbursement for per diem)
 - Exclude Per Diem (Not requesting reimbursement for per diem)
 - Expensed Separately (A separate expense item is being reimbursed that includes a meal, per diem is not being claimed)

Expenses: Using Expense Types

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		
3/8/20	* Breakfast	Claim Per Diem Exclude Per Diem Expensed Separately	0.00
	* Lunch		
	* Dinner		
3/9/20 12:00 AM - 3/9/20 11:00 AM	* Breakfast		0.00
	* Lunch		

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



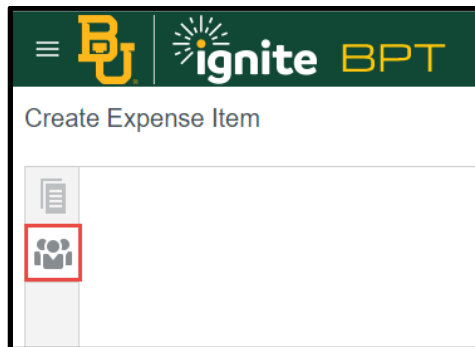
Expenses: Using Expense Types

4. Business Meals

The screenshot shows the 'Create Expense Item' form in the ignite BPT system. The form is titled 'Create Expense Item' and has a 'Create Another' button, a 'Close' button, and a 'Cancel' button. The form includes the following fields and sections:

- Date:** 3/9/20
- Template:** Guest Travel - Domestic
- Type:** Business Meals / Hospitality < 10
- Expense Location:** Tacoma, Pierce, WA, United S
- Amount:** USD
- Reimbursable Amount:** 0.00 USD
- Attachments:** None
- Authorization:** None
- Description:** (empty text area)
- Merchant Name:** (empty text area)
- Account:** 110-10730-100-1000000-93330-701-01
- Project Number:** (empty text area)
- Task Number:** (empty text area)
- Contract Number:** (empty text area)
- Funding Source:** (empty text area)

- I. 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:
 - i. Click the **Attendees Icon**, on the left side of the expense item screen



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

Expenses: Using Expense Types

The screenshot shows a form with two main sections. The top section is titled 'Employees' and has a red box around the text 'Employees +'. Below it is a field labeled '* Name' with a star icon on the left. The bottom section is titled 'Nonemployees' and has a red box around the text 'Nonemployees +'. Below it are two columns labeled '* Attendee Type' and '* Name', and a text input field with the placeholder 'Add attendees.'

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

The screenshot shows a text input field with the label 'Amount (USD)' above it. The field is empty and has a small 'x' icon on the right side.

The screenshot shows a checkbox that is checked, with the text 'Divide amount equally' next to it.

- iv. Click the **Document Icon** to return to the expense item.

The screenshot shows the top of a page with a dark green header. On the left is a hamburger menu icon, followed by the 'BU' logo and the 'ignite BPT' logo. Below the header is the text 'Create Expense Item'. In the main content area, there are two icons: a document icon (highlighted with a red box) and a group of people icon.

Expenses: Using Expense Types

The screenshot shows the 'Create Expense Item' form in the ignite BPT system. The form is titled 'Create Expense Item' and has a 'Create Another' button, a 'Close' button with a dropdown arrow, and a 'Cancel' button. The form is divided into several sections:

- Date:** 3/9/20
- Template:** Faculty / Staff Travel - Domestic
- Type:** Business Meals/Hospitality 10+ /
- Expense Location:** Tacoma, Pierce, WA, United S
- Amount:** USD
- Reimbursable Amount:** 0.00 USD
- Attachments:** None +
- Authorization:** None +
- Description:** (empty text box)
- Merchant Name:** (empty text box)
- Account:** 110-10730-100-1000000-93330-701-01
- Project Number:** (empty text box with search icon)
- Task Number:** (empty text box)
- Contract Number:** (empty text box)
- Funding Source:** (empty text box)
- Description of Group:** (empty text box)
- Number of Attendees:** (empty text box)

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

Expenses: Using Expense Types

5. Lodging

Create Expense Item

Date: 3/9/2020
Template: Faculty / Staff Travel - Domestic
Type: Lodging
Expense Location: Tacoma, Pierce, WA, United S
Amount: USD - 500.00 **Itemize**
Reimbursable Amount: 500.00 USD

Description: Conference Hotel
Merchant Name: Hilton
Checkout Date: 3/13/20

Attachments: Hotel Receipt.pdf
 Receipt missing
Authorization: None

Account: 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 meal
- 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



Expenses: Using Expense Types

c. Click the + icon to add additional lines.

						Business	500.00
						Personal	0.00
						Remaining Balance	0.00
	▼						
* Type	* Date		Daily Amount	Days	* Amount (USD)	Personal	
▶ Parking - Itemization	3/9/2020 		50.00	1	50.00	<input type="checkbox"/>	
Authorization None 							
Account <input type="text" value="110-10730-100-1000000-93843-701-01"/> 							
▶ Lodging - Itemization	3/9/2020 		450.00	1	450.00	<input type="checkbox"/>	
Authorization None 							
Account <input type="text" value="110-10730-100-1000000-93843-701-01"/> 							

d. Click the **Document Icon** to return to the expense item.

Create Expense Item

Expenses: Using Expense Types

6. All Other Types

The screenshot shows the 'Create Expense Item' form in the ignite BPT system. The form is titled 'Create Expense Item' and has a 'Create Another' button, a 'Close' button, and a 'Cancel' button. The form is divided into several sections:

- 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 +
- Authorization:** None +
- Account:** 110-10730-100-1000000-93843-701-01
- Project Number:** [Search]
- Task Number:** [Search]
- Contract Number:** [Search]
- Funding Source:** [Search]

I. 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
- Merchant Name: Name of supplier
- Attachments: Receipt required if over \$55

Expenses: Using Expense Types

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 (with an 'Itemize' button)
- Reimbursable Amount: 600.00 USD
- * Description: Split Between Biology and Chemistry
- Account: 110-10730-100-1000000-93800-701-01
- Attachments: None
- Authorization: None
- Project Number: [Search]
- Task Number: [Search]
- Contract Number: [Search]
- Funding Source: [Search]

- I. If funding needs to be split between multiple departments, 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

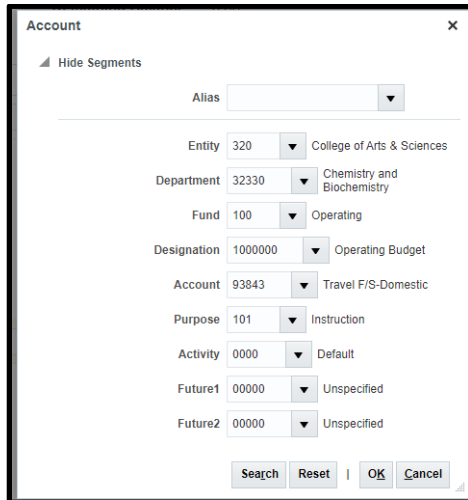
Expenses: Using Expense Types

2. Click the **Itemize** button.
 - 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.

						Business	300.00
						Personal	0.00
						Remaining Balance	0.00
							
* 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"/>	
* Merchant Name		Hertz					
* Description		Rented Van for conference travel - Chemistry Charge					
Authorization		None 					
Account		320-32330-100-1000000-93843-101-0					

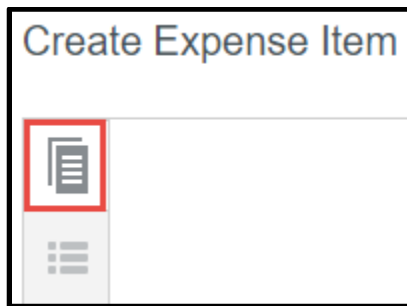
Expenses: Using Expense Types

- 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. An "Alias" field with a dropdown arrow is present. The main area contains several dropdown menus for CoA segments: 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 "Search", "Reset", "OK", and "Cancel" buttons.

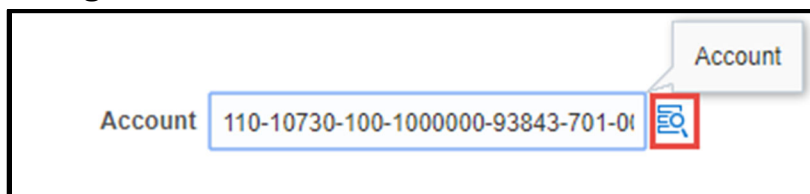
- g. Click the **Document Icon** to return to the expense item.



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**.



Expenses: Using Expense Types

3. Click on the activity drop down arrow.

The 'Account' dialog box contains the following fields and values:

- Alias: [Empty]
- 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) - **Red box highlights the dropdown arrow.**
- Future1: 00000 (Unspecified)
- Future2: 00000 (Unspecified)

Buttons at the bottom: Search, Reset, OK, Cancel.

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

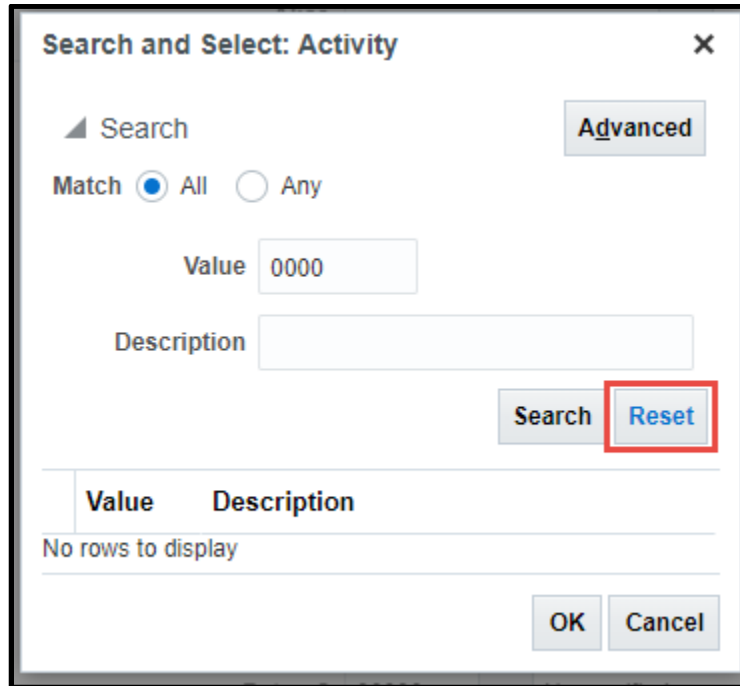
The dropdown menu for the Activity field shows the following items:

- Activity: 0000 (Default)
- Future1: 0000 (Default)
- Future2: 1101 (Strategic Initiative A)
- Future2: 1102 (Strategic Initiative B)
- Future2: 1103 (Strategic Initiative C)
- Future2: 1104 (Strategic Initiative D)
- Future2: 1105 (Strategic Initiative E)
- Future2: 1106 (Strategic Initiative F)
- Future2: 1107 (Strategic Initiative G)
- Future2: 1108 (Strategic Initiative H)
- Future2: 1109 (Strategic Initiative I)

A **Search...** input field is located at the bottom of the list, highlighted with a red box.

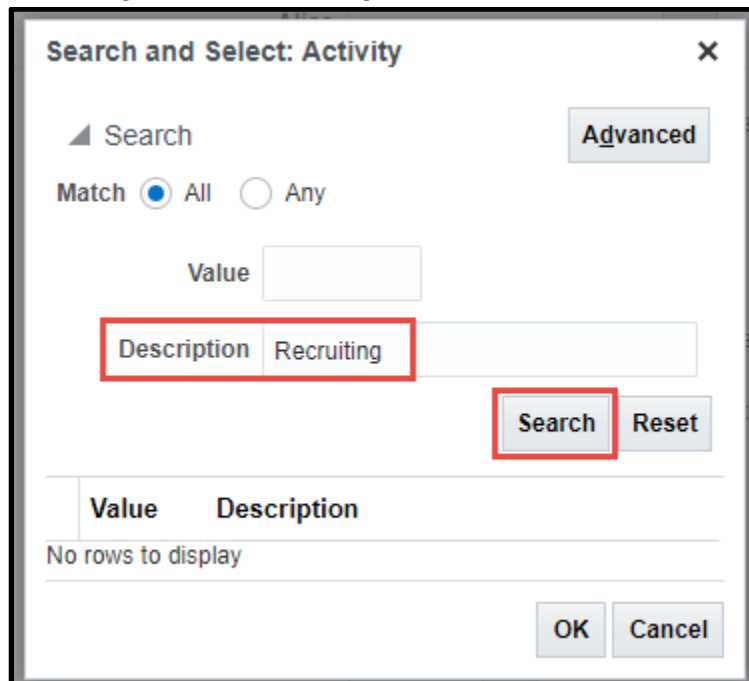
Expenses: Using Expense Types

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



The screenshot shows a dialog box titled "Search and Select: Activity". It has a search section with a "Search" button and an "Advanced" button. The "Match" section has radio buttons for "All" (selected) and "Any". There are input fields for "Value" (containing "0000") and "Description". Below these are "Search" and "Reset" buttons, with the "Reset" button highlighted by a red box. At the bottom, there are "OK" and "Cancel" buttons. A table below the search fields shows "Value" and "Description" headers and the text "No rows to display".

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



The screenshot shows the same dialog box as above, but now the "Description" field contains the text "Recruiting". The "Search" button is highlighted with a red box. The "Reset" button is also visible. The "Value" field is empty. The "Match" section remains the same. The "OK" and "Cancel" buttons are at the bottom. The table below still shows "No rows to display".

Expenses: Using Expense Types

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]