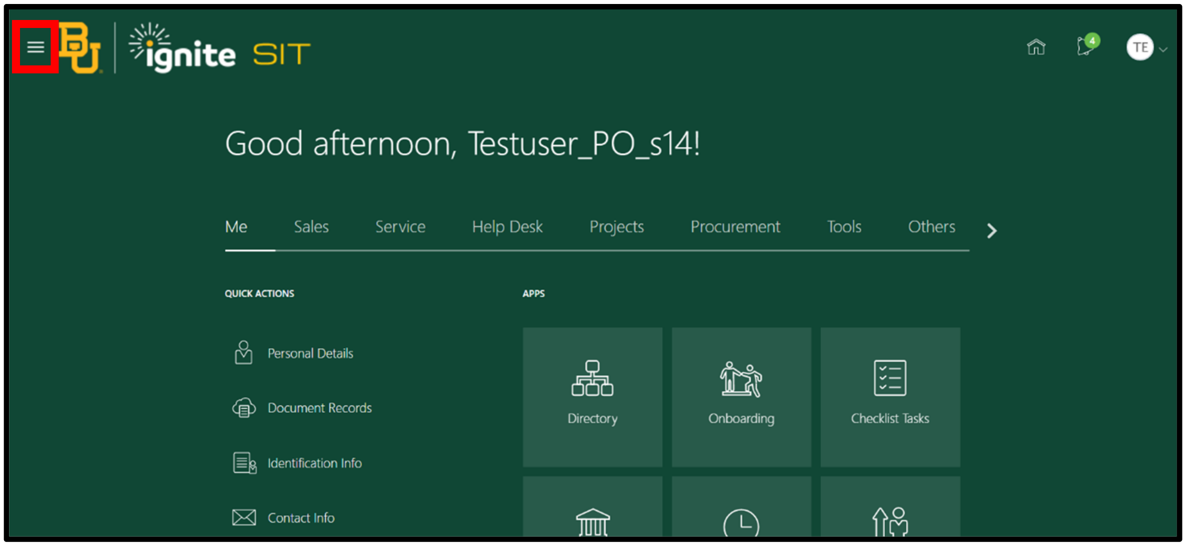
Expenses: Creating Expense Reports for Travel Card and Purchasing Card Items

Overview

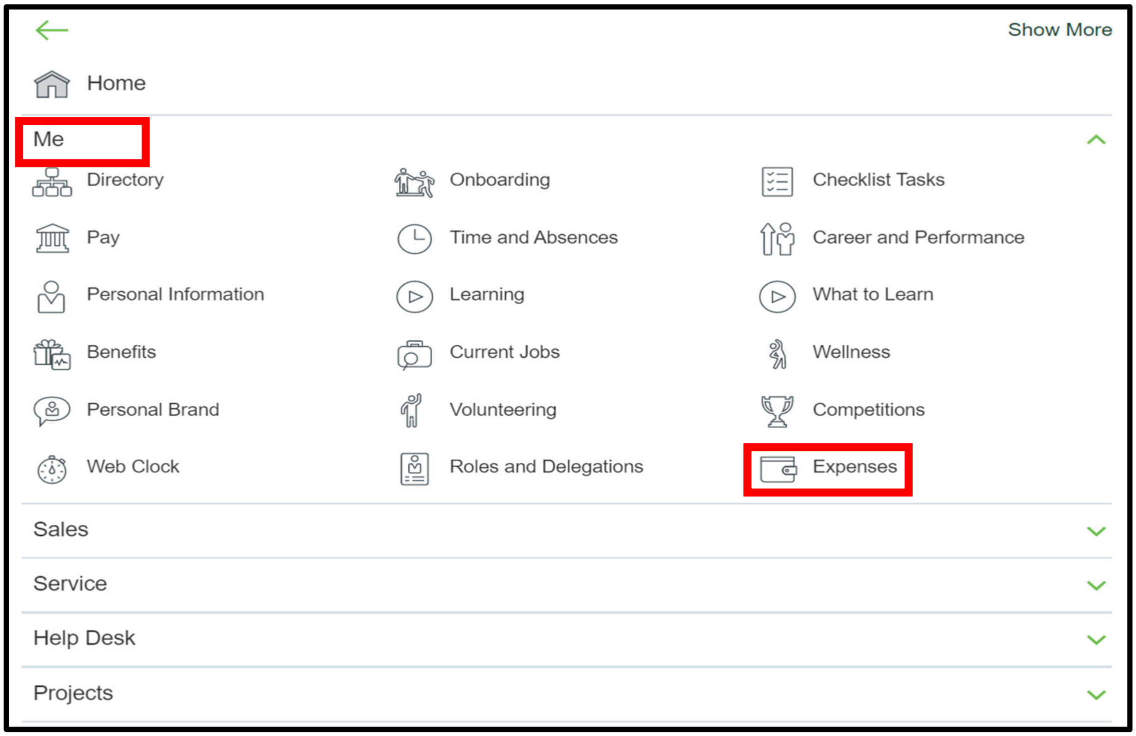
- This job aid is intended for employees creating an expense report from a Travel or Purchasing Card.
- Transactions on a Baylor Travel and Baylor Purchasing Cards are loaded into Ignite automatically to be reconciled via the Expenses function.
- Baylor Travel Cards are individual pay. The employee will pay the balance due to the card issuer and request reimbursement from Baylor.
- Baylor Purchasing Cards are corporate pay. The employee will reconcile their charges through Expenses, and Baylor will pay the card issuer.
- Cards must not be used for personal use.
- All required fields must be populated, and receipts must be attached as required by policy.
- Employees must reconcile all charges timely, or their reimbursement may be considered taxable income.
- Expense reports can be saved before submitting, and managed or withdrawn after submitting.
- All expense reports will be sent for approval to you departments approver and audited by the expense auditor before the report is processed.

1. Navigating to the Self-Service Module

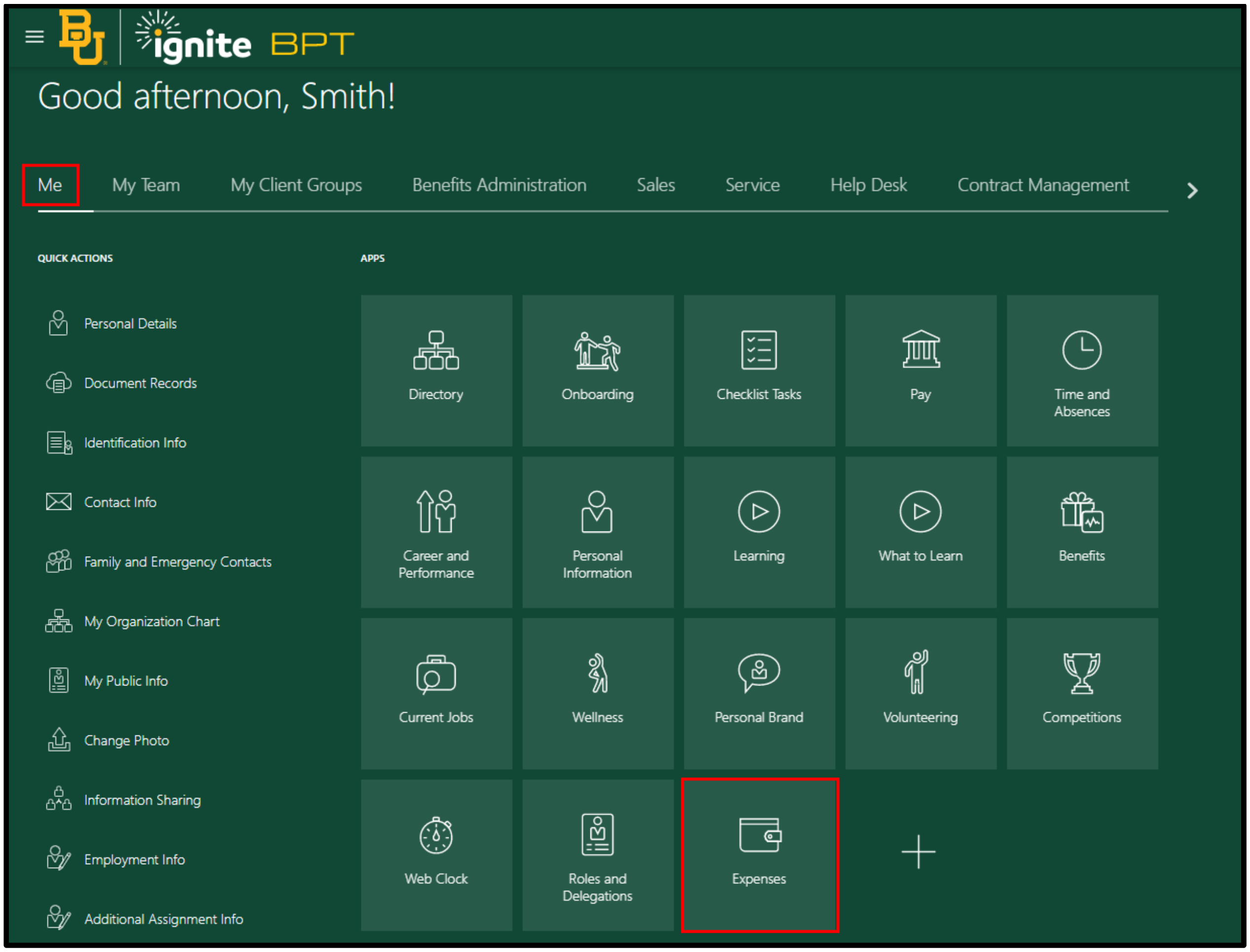
1. You can access the **Expenses** section in two ways:
   a. Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



   b. (Option 1) Under the **Me** section, click the drop down arrow, and select **Expenses** from the drop down list.



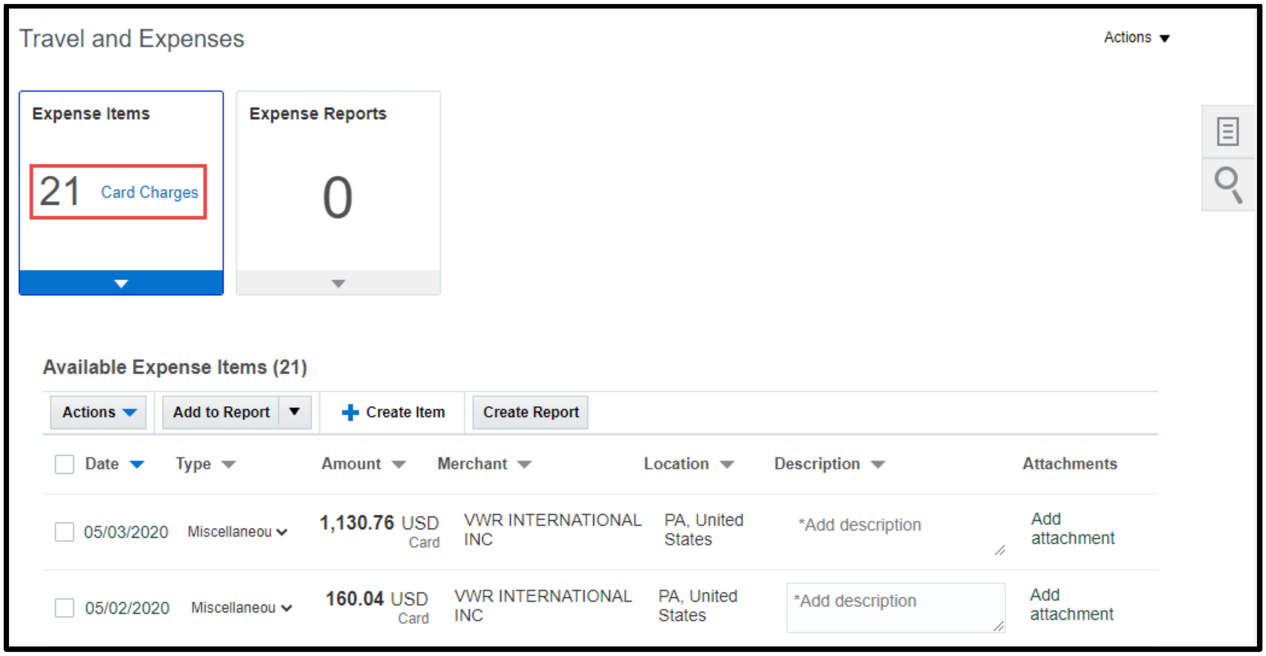
c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.



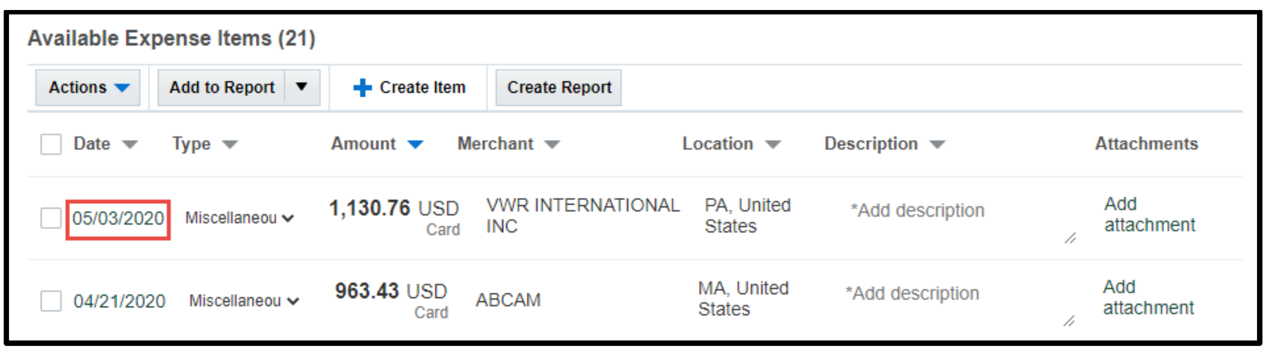
2. Review and Add Details to Card Transactions

1. Upon entering the **Expenses** work area, click the **Card Charges** title within the expense items icon. This will show all available expense items that are related to card charges.

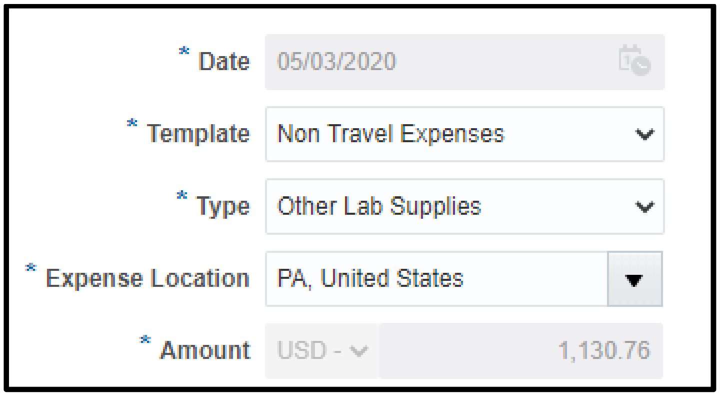
   Note: Credit card charges are loaded automatically into Ignite for both Purchasing and Travel card items. If you do not see an expected charge, do not create a manual expense item for it. If the charge does not appear you may need to check the credit card statement to verify that it has posted. If the charge appears on your statement, but not in Ignite, please contact the Card Administrator to troubleshoot.



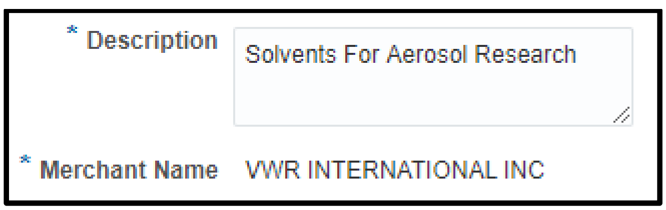
2. To open a transaction to review and add details, **click on the date.**



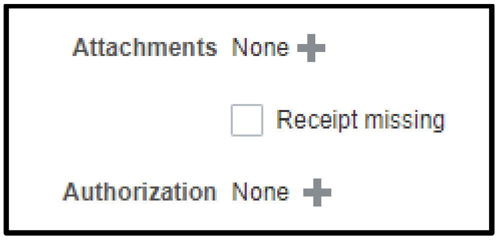
3. Enter the following (* = required field)



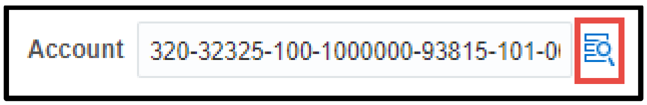
   a. ***Template*** – Select the template. Each template contains different expense types. It is important to select the correct template and type, as the selection will populate the charge account. The system will default a template based on the merchant, however the default value will not always be correct and it is important to verify.
   b. ***Type-*** Select from dropdown the type of incurred expense.
      i. Note: Depending on the Expense Type chosen, additional fields will be displayed, some of them optional, some of them required.
   c. ***Expense Location*** – This will default based on the credit card charge location.
   d. ***Description*** – Enter the business purpose of the expense in the written text box. Please be as specific as possible.



   e. **Attachments** – A receipt may be required per Baylor policy. To attach a receipt, click the "**+**"next to Attachments.
      i. If the receipt is not available, and required per policy, you must attach a copy of the form of payment along with selecting the Receipt Missing check box to acknowledge the original receipt is missing and substitute information has been submitted.
   f. **Authorization** – If a spend authorization has been approved for the trip/purchase, it may be attached by selecting the "**+**" icon.

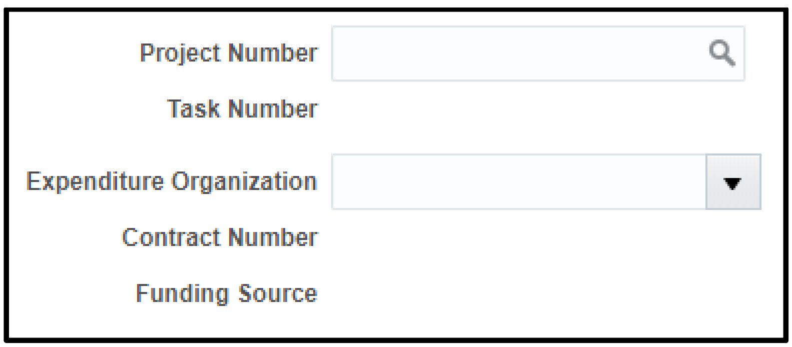


g. **Account** – Account information is prepopulated based on the employee's default expense department. If the CoA values need to be updated, the icon can be selected and segments can be edited.



i. **Note:** Employees should not edit the Account Segment within the Account, as this value is updated based on the expense template and type. If the natural account needs to be updated, the template and type should be corrected so that the correct natural account is displayed.

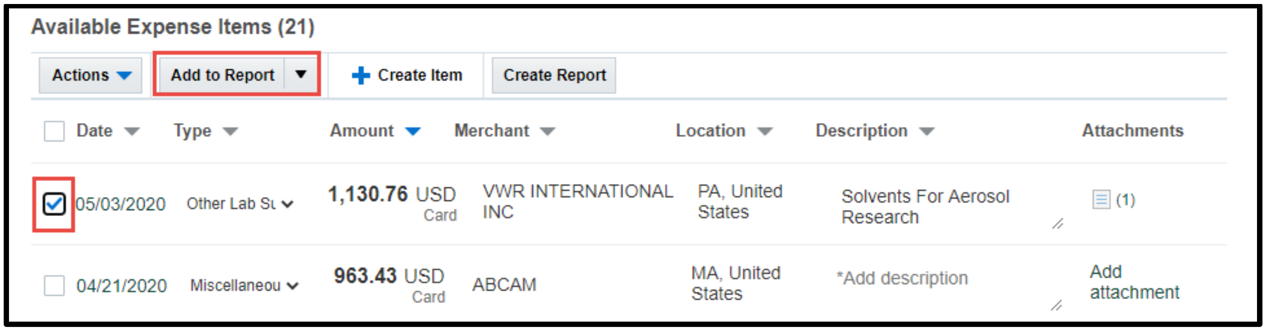
h. **Project Number** – If the expense needs to be charged to a project (i.e. Sponsored Program, Faculty Fund, or Capital Projects), a Project Number can be entered.



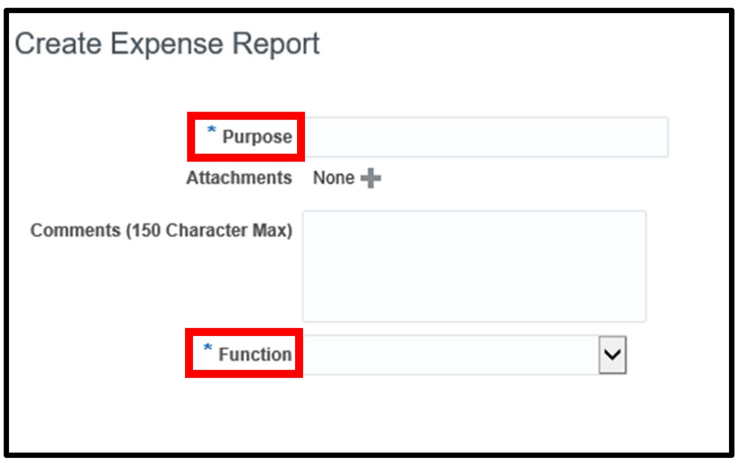
To save and close your expense item, click the **Close** drop down button in the top right corner. Closing will save and close the expense item and return you to the expense items tile.

3. Create an Expense Report

1. To add multiple expense items to a new report, navigate to the **Expense Items** tile, select each expense item you wish to add by checking the box, then click **Add to Report**. If you need to add expense items to a previously saved report, the down arrow can be selected to select a specific report.



2. Enter the following (* = required field)
   a. ***Purpose** – Written business purpose (description) of expense report.
   b. **Attachments** – There is an attachments button available for receipts, attachments can also be attached to each individual expense item.
   c. **Comments** – 150 character text box available to add any optional comments
   d. ***Function** – Select the related function from a drop down menu of choices.



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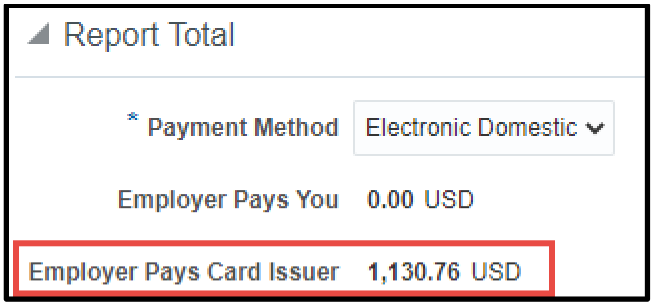
Note: The purchasing card is corporate pay, whereas the travel card is individual pay. If you are submitting a report for only purchasing card items, you will notice that the Report Total shows the reimbursement will be paid directly to the card issuer.



If you have items included on the report that were paid for with a travel card or personal funds, those will be shown as a reimbursement to the individual. It is the employee's responsibility to pay the travel card expenses directly to the card issuer and seek reimbursement from Baylor.

3. After clicking the check box to certify the expenses are in line with Baylor's policies, you now have the option to either submit your **Expense Report**, or save and submit later.