

Split Lodging Receipt With Another Expense Type

Scenario:

In this scenario, Victor Traveler's total hotel bill of \$344.20 includes personal phone call expenses of \$1.50. He paid the lodging expense with personal funds and is requesting reimbursement.

Using Victor's expense report, we will demonstrate how to divide the \$344.20 total lodging expense into two, smaller expenses:

- Lodging expense = \$342.70
- Personal phone call expense = \$1.50.

1.	<p><u>For Travelers and Alternates</u> From the main Menu, use menu path: <i>Employee Self-Service > Travel and Expense Center > Expense Report > Create --or-- Modify</i></p> <p>In the Expense Report Entry screen:</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <p>Expense Report Entry VICTOR TRAVELER</p> </div> <p>The Lodging expense for 344.20 is displayed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Lodging</td> <td style="text-align: center; padding: 2px;">▼</td> <td style="padding: 2px;">07/16/2009</td> <td style="text-align: center; padding: 2px;">31</td> <td style="padding: 2px;">344.20</td> <td style="padding: 2px;">USD</td> </tr> </table> <p>To split the lodging receipt, we need to display the <i>Expense Detail for Lodging</i> screen.</p> <p>Click the *Detail hyperlink. *Detail [Skip to Step 3].</p>	Lodging	▼	07/16/2009	31	344.20	USD
Lodging	▼	07/16/2009	31	344.20	USD		
2.	<p><u>For Approvers and Auditors Holding Receipts</u> From the main Menu, use menu path: <i>Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions</i>; choose an expense report</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <p>Approve Expense Report Expense Report Summary VICTOR TRAVELER</p> </div> <p>In the <i>Approve Expense Report, Expense Report Summary</i> screen, the Lodging expense for 344.20 is displayed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Lodging</td> <td style="padding: 2px;">07/16/2009</td> <td style="padding: 2px;">344.20</td> <td style="padding: 2px;">USD</td> </tr> </table> <p>To split the Lodging receipt, we need to display the <i>Expense Detail for Lodging</i> screen.</p> <p>Click the Lodging hyperlink. Lodging</p>	Lodging	07/16/2009	344.20	USD		
Lodging	07/16/2009	344.20	USD				

3.	<p>In the Expense Detail for Lodging screen:</p> <div data-bbox="337 247 771 331" style="border: 1px solid black; padding: 2px;"> <p>Expense Detail for Lodging VICTOR TRAVELER</p> </div> <p>Verify all required fields (those marked with an asterisk * character) are completed.</p> <p>Scroll down to the bottom of the screen to locate the Receipt Split link. Receipt Split</p>																		
4.	<p>To split the Lodging receipt, click the Receipt Split link. Receipt Split</p>																		
5.	<p>The Receipt Detail for Expense Lodging screen is divided into 3 sections:</p> <div data-bbox="337 562 885 646" style="border: 1px solid black; padding: 2px;"> <p>Receipt Detail for Expense Lodging VICTOR TRAVELER</p> </div> <p>a. Expense Information (left-hand side)</p> <p>b. Current Expenses on Receipt (right-hand side)</p> <p>c. Split With Another Expense (bottom left)</p>																		
6.	<p><u>Current Expenses on Receipt - Explanation</u></p> <div data-bbox="337 930 695 1297" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="3">Current Expenses on Receipt</th> </tr> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07/16/2009</td> <td>Lodging</td> <td>344.20 USD</td> </tr> <tr> <td colspan="2">Current Total:</td> <td>344.20 USD</td> </tr> <tr> <td colspan="2">Receipt Total:</td> <td><input type="text" value="344.20"/> USD</td> </tr> <tr> <td colspan="2">Balance:</td> <td>0.00 USD</td> </tr> </tbody> </table> </div> <p>Each item that is associated with the receipt appears with the transaction date, expense type, and amount. To edit the information for that receipt item, click the hyperlink for the expense type (e.g. Lodging).</p> <p>Current Total = the total of all receipt items, including those that you add to the original receipt total.</p> <p>Receipt Total = the total of the original receipt amount. The system does not change this field when you add new items, but you can enter a new total if the transaction did not originate from an uploaded credit card vendor file (e.g. My Wallet).</p> <p>Balance = the Current Total minus the Receipt Total.</p>	Current Expenses on Receipt			Date	Type	Amount	07/16/2009	Lodging	344.20 USD	Current Total:		344.20 USD	Receipt Total:		<input type="text" value="344.20"/> USD	Balance:		0.00 USD
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7.	<p>In our example, we want to split the Lodging receipt with another expense (e.g. Phone Calls - Personal).</p> <p>Scroll to the bottom of the screen to display the Split With Another Expense section.</p> <p>Split With Another Expense</p>
8.	<p>To split the Lodging receipt with another expense type:</p> <p>Click in the Expense Type field.</p> <p>Expense Type: <input type="text"/></p>
9.	<p>In the Expense Type field, click on the drop-down arrow, and select the appropriate expense type with which to split the Lodging receipt.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Expense Type: <input type="text"/></p> <ul style="list-style-type: none"> Meals-Hosted Meals-Taxable Mileage Other Non-Travel Other Travel Parking Phone Calls-Personal Registration Fee Relocation-Direct Moving Relocation-Stipend Relocation-Temporary Lo </div> <p>In our example, Victor Traveler made personal phone calls while in travel status, so we will choose Phone Calls - Personal.</p> <p>Note: For business-related telephone calls, use the expense type of <i>Business Communications</i>.</p>
10.	<p>To split the Lodging receipt with the <i>Phone Calls - Personal</i> expense type:</p> <p>Double-click the Phone Calls-Personal list item. Phone Calls-Personal</p>
11.	<p>To split the Lodging receipt, click the Split button. Split</p>

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<p>12.</p>	<p>After clicking the Split button, several screen changes occur:</p> <p>a. In the Expense Information section:</p> <p>i). directly below the section title, a message displays, indicating the expense items being split;</p> <div data-bbox="574 415 1193 516" data-label="Image"> </div> <p>ii). data entry fields may be edited for the new <i>Phone Calls-Personal</i> receipt item</p> <p>iii). the Amount Spent field is set to zero. <input data-bbox="883 617 1138 653" type="text" value="Amount Spent:"/> <input data-bbox="1138 617 1312 653" type="text" value="0.00"/></p> <p>b. The Current Expenses on Receipt section now includes the new selected expense type (e.g. Phone Calls - Personal) and shows the dollar amount as zero.</p> <div data-bbox="693 758 1073 999" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="3">Current Expenses on Receipt</th> </tr> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07/16/2009</td> <td>Lodging</td> <td>344.20 USD</td> </tr> <tr> <td>07/16/2009</td> <td>Phone Calls-Personal</td> <td>0.00 USD</td> </tr> </tbody> </table> </div>	Current Expenses on Receipt			Date	Type	Amount	07/16/2009	Lodging	344.20 USD	07/16/2009	Phone Calls-Personal	0.00 USD
Current Expenses on Receipt													
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07/16/2009	Lodging	344.20 USD											
07/16/2009	Phone Calls-Personal	0.00 USD											
<p>13.</p>	<p>In the Expense Information section for the <i>Phone Calls-Personal</i> expense:</p> <p>Click in the Amount Spent field. <input data-bbox="743 1119 971 1155" type="text" value="Amount Spent:"/> <input data-bbox="971 1119 1128 1155" type="text" value="0.00"/></p> <p>Enter the dollar amount for the Phone Calls-Personal expense (e.g. 1.50).</p>												
<p>14.</p>	<p>To update the <i>Phone Calls-Personal</i> expense information, click the Update button.</p> <div data-bbox="337 1276 427 1312" data-label="Image"> </div>												

15.	<p>In the Current Expenses on Receipt section:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="3">Current Expenses on Receipt</th> </tr> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Type</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>07/16/2009</td> <td>Lodging</td> <td style="text-align: right;">342.70 USD</td> </tr> <tr> <td>07/16/2009</td> <td>Phone Calls- Personal</td> <td style="text-align: right;">1.50 USD</td> </tr> <tr> <td colspan="2">Current Total:</td> <td style="text-align: right;">344.20 USD</td> </tr> <tr> <td colspan="2">Receipt Total:</td> <td style="text-align: right;"> <input style="width: 50px;" type="text" value="344.20"/> USD </td> </tr> <tr> <td colspan="2">Balance:</td> <td style="text-align: right;">0.00 USD</td> </tr> </tbody> </table> <p>The system automatically calculates the receipt split and adjusts the amounts accordingly.</p> <p>The Receipt Total remains the same.</p> <p>To navigate between the listed expense types, click on the hyperlink (e.g. Lodging).</p>	Current Expenses on Receipt			Date	Type	Amount	07/16/2009	Lodging	342.70 USD	07/16/2009	Phone Calls- Personal	1.50 USD	Current Total:		344.20 USD	Receipt Total:		<input style="width: 50px;" type="text" value="344.20"/> USD	Balance:		0.00 USD
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16.	You can split a receipt into more than two expense types. To do so, repeat Steps 8-15.																					
17.	<p>Balance Receipt Total</p> <p>The balance must equal zero. If you receive an out of balance receipt total notice:</p> <ol style="list-style-type: none"> a. Adjust the Receipt Total* --or-- b. Adjust one of the expense line entries for the receipt. <p>*Note: You will be unable to adjust the Receipt Total if US Bank Corporate Card transactions were added to the expense report using the <i>My Wallet</i> function.</p>																					
18.	When you are finished splitting receipts, click the Done button. Done																					
19.	<p>In the Expense Detail for Phone Calls-Personal screen:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Expense Detail for Phone Calls-Personal</td> </tr> <tr> <td style="padding: 5px;">VICTOR TRAVELER</td> </tr> </table> <p>Review the information entered. Click the Return to Expense Report link.</p> <p>Return to Expense Report</p>	Expense Detail for Phone Calls-Personal	VICTOR TRAVELER																			
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20.	<p>In either the Expense Report Entry screen or Expense Report Summary screen:</p> <p>The <i>Lodging</i> expense displays the adjusted amount due to the receipt split. The <i>Phone Calls-Personal</i> expense is listed as a separate expense type.</p> <table border="1" data-bbox="516 384 1252 478"> <tr> <td>Lodging</td> <td>07/16/2009</td> <td>342.70</td> <td>USD</td> </tr> <tr> <td>Phone Calls-Personal</td> <td>07/16/2009</td> <td>1.50</td> <td>USD</td> </tr> </table> <p><i>View from Expense Report Entry screen (for Travelers and Alternates)</i></p> <table border="1" data-bbox="492 573 1276 678"> <tr> <td>Lodging</td> <td>07/16/2009</td> <td>342.70 USD</td> </tr> <tr> <td>Phone Calls-Personal</td> <td>07/16/2009 UWMSN</td> <td>1.50 USD</td> </tr> </table> <p><i>View from Expense Report Summary screen (for Approvers and Auditors)</i></p>	Lodging	07/16/2009	342.70	USD	Phone Calls-Personal	07/16/2009	1.50	USD	Lodging	07/16/2009	342.70 USD	Phone Calls-Personal	07/16/2009 UWMSN	1.50 USD
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21.	<p>To check the expense report for errors, click the Check For Errors button.</p> <p><input type="button" value="Check For Errors"/></p>														
22.	<p>If any errors are found, correct them.</p>														
23.	<p>To save any changes made to the expense report, click the Save For Later button.</p> <p><input type="button" value="Save For Later"/></p>														
24.	<p>If you are the traveler, you may submit your expense report for approval. Click the Submit button. <input type="button" value="Submit"/></p>														
25.	<p><u>Note for Alternates</u></p> <p>If you are creating or modifying an expense report for another UW employee, you will see a Notify Traveler button, <input type="button" value="Notify Traveler"/> instead of a Submit button.</p>														
26.	<p>You have successfully split a receipt for lodging with another expense type.</p> <p>End of Procedure.</p>														