

Split Receipt for Reimbursable/Non-Reimbursable Expense


In this scenario, UW employee Fred Traveler has a total Meals expense of \$34, which includes \$18 of non-reimbursable meals for his spouse. Fred paid the meals expense with a personal credit card (e.g. Payment type = Personal funds) and is requesting reimbursement.

Using Fred's expense report, we will demonstrate how to divide the \$34 total Meals receipt into two, smaller expenses, and mark the spouse's meal as non-reimbursable.

1. Reimbursable Meals expense for Fred Traveler = \$16
2. Non-reimbursable meals expense for spouse = \$18

From the main Menu: use menu path: *Employee Self-Service > Travel and Expense Center > Expense Report > Create --or-- Modify*

1.	<p>In the Expense Report Entry screen:</p> <div style="border: 1px solid black; padding: 2px;"> <p>Expense Report Entry FRED TRAVELER</p> </div> <p>The Meals expense for \$34 is displayed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Expense Type</th> <th>*Expense Date</th> <th>*Amount Spent</th> <th>*Currency</th> <th>*Payment Type</th> <th>*Billing Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>Meals</td> <td>07/26/2009</td> <td style="text-align: right;">34.00</td> <td>USD</td> <td>Personal Funds</td> <td>In-State</td> <td style="text-align: right;">Detail</td> </tr> </tbody> </table> <p>To split the Meals receipt, we need to display the <i>Expense Detail for Meals</i> screen.</p> <p>Click the Detail link. Detail</p>	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		Meals	07/26/2009	34.00	USD	Personal Funds	In-State	Detail
*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type										
Meals	07/26/2009	34.00	USD	Personal Funds	In-State	Detail									
2.	<p>In the <i>Expense Detail for Meals</i> screen:</p> <div style="border: 1px solid black; padding: 2px;"> <p>Expense Detail for Meals FRED 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 hyperlink. Receipt Split</p>														
3.	<p>To split the Meals receipt, click the Receipt Split hyperlink. Receipt Split</p>														
4.	<p>The <i>Receipt Detail for Expense Meals</i> screen is divided into 3 sections:</p> <div style="border: 1px solid black; padding: 2px;"> <p>Receipt Detail for Expense Meals FRED TRAVELER</p> </div> <ol style="list-style-type: none"> a. Expense Information (left-hand side) b. Current Expenses on Receipt (right-hand side) c. Split With Another Expense (bottom left) 														

5.	<p><u>Current Expenses on Receipt – Explanation</u></p> <div data-bbox="380 281 792 596" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="3" style="background-color: #4a7ebb; color: white;">Current Expenses on Receipt</th> </tr> <tr> <th style="text-decoration: underline;">Date</th> <th style="text-decoration: underline;">Type</th> <th style="text-decoration: underline;">Amount</th> </tr> </thead> <tbody> <tr> <td>07/26/2009</td> <td>Meals</td> <td>34.00 USD</td> </tr> <tr> <td colspan="2">Current Total:</td> <td>34.00 USD</td> </tr> <tr> <td colspan="2">Receipt Total:</td> <td><input type="text" value="34.00"/> 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 (<i>e.g.</i> Meals).</p> <p>Current Total = 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 (<i>e.g.</i> My Wallet).</p> <p>Balance = the <i>Current Total</i> minus the <i>Receipt Total</i>.</p>	Current Expenses on Receipt			Date	Type	Amount	07/26/2009	Meals	34.00 USD	Current Total:		34.00 USD	Receipt Total:		<input type="text" value="34.00"/> USD	Balance:		0.00 USD
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6.	<p>In our example, we want to split the Meals receipt with another Meals expense (<i>e.g.</i> spouse's meal).</p> <p>Scroll to the bottom of the screen to display the Split With Another Expense section.</p> <div data-bbox="380 1184 704 1218" style="border: 1px solid gray; background-color: #f0f0f0; padding: 2px;"> Split With Another Expense </div>																		
7.	<p>To split the Meals receipt with another Meals expense (to represent the spouse's meal):</p> <p>Click in the Expense Type field.</p> <div data-bbox="380 1335 844 1369" style="border: 1px solid gray; padding: 2px;"> Expense Type: <input type="text"/> </div>																		
8.	<p>In the Expense Type field, click on the drop-down arrow  , and select the Meals expense type. <div data-bbox="548 1419 665 1453" style="border: 1px solid gray; background-color: #4a7ebb; color: white; padding: 2px; display: inline-block;">Meals</div></p>																		
9.	<p>To split the Meals expense, click the Split button. <div data-bbox="977 1474 1068 1507" style="border: 1px solid gray; background-color: #f0f0f0; padding: 2px; display: inline-block;">Split</div></p>																		

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<p>10.</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="613 415 1198 499" style="border: 1px solid black; padding: 5px;"> <p>Expense Information</p> <p>Expense Meals 34 USD is being split with this expense, Meals.</p> </div> <p>ii. data entry fields may be edited for the new <i>Meals</i> receipt item</p> <p>iii. the Amount Spent field is set to zero. <input type="text" value="0.00"/></p> <p>b. The Current Expenses on Receipt section now includes the selected expense type (e.g. Meals) and shows the dollar amount as zero.</p> <div data-bbox="699 743 1110 905" 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>07/26/2009</td> <td>Meals</td> <td>34.00 USD</td> </tr> <tr> <td>07/26/2009</td> <td>Meals</td> <td>0.00 USD</td> </tr> </tbody> </table> </div>	Current Expenses on Receipt			Date	Type	Amount	07/26/2009	Meals	34.00 USD	07/26/2009	Meals	0.00 USD
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Date	Type	Amount											
07/26/2009	Meals	34.00 USD											
07/26/2009	Meals	0.00 USD											
<p>11.</p>	<p>Click in the Description field.</p> <div data-bbox="380 953 976 1024" style="border: 1px solid black; padding: 5px;"> <p>Description: lunch and dinner for self & spouse (will split receipt)</p> </div> <p>Because the receipt split copies the original description, you may wish to update the description for the spouse's non-reimbursable meal.</p>												
<p>12.</p>	<p>To mark the spouse's meal as non-reimbursable:</p> <p>Click the Non-Reimbursable option so that a checkmark displays.</p> <div data-bbox="380 1241 631 1276" style="border: 1px solid black; padding: 2px;"> <input checked="" type="checkbox"/> Non-Reimbursable </div>												
<p>13.</p>	<p>In the Expense Information section for the spouse's meal expense:</p> <div data-bbox="380 1318 764 1354" style="border: 1px solid black; padding: 2px;"> <p>Amount Spent: <input type="text" value="0.00"/></p> </div> <p>Click in the Amount Spent field, and type the dollar amount spent for the spouse's meal, as indicated on the receipt. For our example, we will enter 18.00.</p>												
<p>14.</p>	<p>To update the spouse's meal expense information:</p> <p>Press the Tab key or click the Update button. <input type="button" value="Update"/></p>												



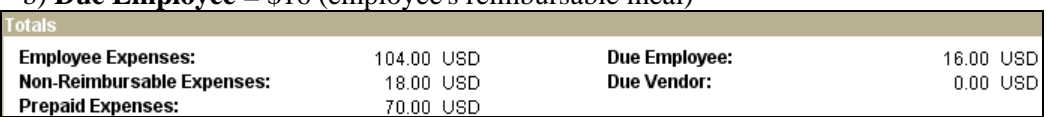
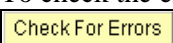
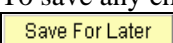
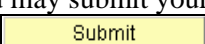
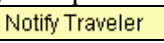
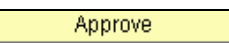
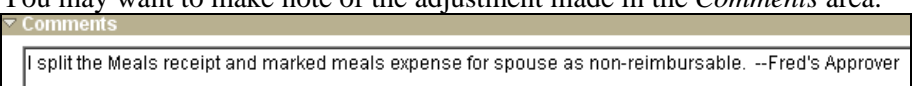
Job Aid

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15.	<p>In the Current Expenses on Receipt section:</p> <table border="1" data-bbox="380 247 748 548"> <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>07/26/2009</td> <td>Meals</td> <td>16.00 USD</td> </tr> <tr> <td>07/26/2009</td> <td>Meals</td> <td>18.00 USD</td> </tr> <tr> <td colspan="2">Current Total:</td> <td>34.00 USD</td> </tr> <tr> <td colspan="2">Receipt Total:</td> <td><input type="text" value="34.00"/> USD</td> </tr> <tr> <td colspan="2">Balance:</td> <td>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>	Current Expenses on Receipt			Date	Type	Amount	07/26/2009	Meals	16.00 USD	07/26/2009	Meals	18.00 USD	Current Total:		34.00 USD	Receipt Total:		<input type="text" value="34.00"/> USD	Balance:		0.00 USD
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16.	<p>In the Current Expenses on Receipt section:</p> <p>To navigate between the listed expense types, click on the hyperlink (e.g. Meals). Meals</p>																					
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"> Adjust the Receipt Total* --or-- 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.	<p>When you are finished splitting the Meals receipt, click the Done button. <input type="button" value="Done"/></p>																					
19.	<p>In the Expense Detail for Meals screen:</p> <table border="1" data-bbox="380 1255 761 1335"> <tr> <td>Expense Detail for Meals</td> </tr> <tr> <td>FRED TRAVELER</td> </tr> </table> <p>Review the information entered.</p> <p>Click the Return to Expense Report link. Return to Expense Report</p>	Expense Detail for Meals	FRED TRAVELER																			
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<p>20.</p>	<p>In the Expense Report Entry screen:</p>  <p>The Overview tab shows the Meals expense as two, separate lines:</p> <ul style="list-style-type: none"> a) \$16 reimbursable amount for the employee; b) \$18 non-reimbursable amount for the spouse.  <p>The Totals section identifies the non-reimbursable expenses:</p> <ul style="list-style-type: none"> a) Non-Reimbursable Expenses = \$18 (spouse's meal) b) Due Employee = \$16 (employee's reimbursable meal) 
<p>21.</p>	<p>To check the expense report for errors, click the Check For Errors button.</p> 
<p>22.</p>	<p>If any errors are found, correct them.</p>
<p>23.</p>	<p>To scroll down to the bottom of the screen, click the vertical scrollbar, located at the right side of the screen.</p>
<p>24.</p>	<p>To save any changes made to the expense report, click the Save For Later button.</p> 
<p>25.</p>	<p>If you are the traveler, you may submit your expense report for approval: Click the Submit button.</p> 
<p>26.</p>	<p>Note for Alternates</p> <p>If you are creating or modifying an expense report for another UW employee, you will see a Notify Traveler button,  instead of a Submit button.</p>
<p>27.</p>	<p>Note for Approvers/Auditors</p> <p>You will see an Approve button  rather than a Submit button.</p> <p>You may want to make note of the adjustment made in the <i>Comments</i> area.</p> 
<p>28.</p>	<p>You have successfully split an expense receipt (<i>e.g.</i> Meals), into smaller amounts, and marked a spouse's meal as non-reimbursable.</p> <p>End of Procedure.</p>