



#### Entering Non-Reimbursable Expenses Overview

For tracking and review purposes, all business travel expenses that employees incur are captured, regardless of whether they are paid by the employee, the employee's Agency, or by another entity.

Employees are only entitled to reimbursement for travel expenses they actually incur themselves. Direct billings to their Agency or another third party or prepaid fees are not reimbursable to employees.

These expense items are treated as non-reimbursable expenses on an expense report. Expense Lines marked as non-reimbursable are not recorded in the General Ledger since these expenses were paid and recorded on a different transaction in Cardinal.

This feature is not available on a Travel Authorization, so when an Expense Report is copied from a Travel Authorization, non-reimbursable expenses are marked accordingly in the Expense Report.

An expense is included on the Expense Report as non-reimbursable when:

- It is prepaid or direct-billed to the Agency or another party
- It is an expense that would not normally be reimbursable to the employee if the employee initially covered the expense

This Job Aid shows how to record non-reimbursable expenses in Cardinal.

#### **Table of Contents**

Revision History	2
Entering Non-Reimbursable Expenses on the Expense Report	
Entening Non-Reinibursable Expenses on the Expense Report	.5
Entering Non-Reimbursable Expenses when Copying from a Travel Authorization	.8



**Revision History** 

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <u>Section 1</u> , after Step 1; <u>Section</u> <u>2</u> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



#### **Entering Non-Reimbursable Expenses on the Expense Report**

This section of the Job Aid provides the steps for entering non-reimburseable expenses on an Expense Report that was not copied from a Travel Authorization.

Step	Action
1.	Navigate to the Expense Report page using the following path: Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > Create/Modify
The <b>Ex</b>	pense Report Search page displays with the Add a New Value page displayed by default.
Expe	wintes v       Main Menu v       > Employee Self-Service v       > Travel and Expense Reports v       > Create/Modify         ense Report
2.	Enter or select the Employee ID in the Empl ID field.          *Empl ID
3.	Click the <b>Add</b> button.



Step	Action						
The Create Expense Report page displays.							
Favorites -							
	New Window   Help   Personalize Page						
Create Ex	pense Report 🔛 Save for Later   🏠 Home   🗟 Summary and Submit						
	Quick StartPopulate From V GO						
	usiness Purpose Default Location Q						
	Reference Q						
Expenses Expand All							
	254 characters remaining						
Expand All	Collapse All Total 0.00 USD						
4	Complete the new ined fields in the Useder costion of the news						
4.	Complete the required fields in the <b>Header</b> section of the page.						
	Favorites •     Main Menu •     >     Employee Self-Service •     >     Travel and Expenses •     >     Create/Modify						
	Create Expense Report 🔒 Save for Later   🏠 Home   🗟 Summary and Submit						
	*Business Purpose Default Location Q						
	"Report Description     Image: Attachments       Reference     Q						
	Expenses (?)						
	Expand All   Collapse All Add:   🗟 My Wallet (0)   🦸 Quick-Fill Total 0.00 USD						
A	In this scenario, the employee attended a Business Writing training session, and the						
	registration fee was prepaid by the Agency. While the registration fee is not being reimbursed						
	to the employee, it needs to be included on the expense report for tracking and approval						
	purposes.						
5.	Expand the Expenses section and then enter or select the date for the registration fee in the						
0.	Date field.						
	*Date						
	31						
6.	Click the <b>Expense Type</b> dropdown button and select the applicable expense type.						
	*Expense Type						
	×						



Action
Enter the description for the expense in the <b>Description</b> field.
*Description
254 characters remaining
Click the <b>Payment Type</b> dropdown button and select the applicable type of payment.
*Payment Type
✓ V
If the <b>Payment Type</b> field defaults to "Check", go to Step 10.
Select Check.
Check
J Check
Check is the only value for this field.
Enter the amount of the expense in the <b>Amount</b> field.
*Amount
0.00
Click the Non-Reimbursable checkbox option.
Non-Reimbursable
Make any adjustments to the ChartField values, if needed, in the Accounting Details section.
Chartfields
Chartfields       Image: Chartfiel
15100 USD 1.0000000 Q 5012240 Q 01000 Q 737004 Q 95200



	Action				
J	Although accounting Report is posted, acc			•	, when the Expe
3.	Click the Add a New Row (+) button to add an additional row if needed.				
	+ -				
	Repeat Steps 5 – 13	until all expenses hav	e been entered.		
	Depending on the Ex	pense Type, additiona	al fields may be re	equired.	
4.	Click the <b>Summary</b> a	nd Submit link at the	top of the page.		
	Summary and	I Submit			
e <b>Cr</b>	eate Expense Report	summary page refres			
	eate Expense Report	summary page refres			New Window   Help
Favorit	eate Expense Report	summary page refres		🔛 Save for La	New Window   Help ter   🏠 Home   🏹 Expense Details
Favorit	eate Expense Report tes  Main Menu Expense Report Business Purpose Training "Description Business Writing Class	summary page refres		Gave for La	ter   🏠 Home   🔯 Expense Details
Favorit	eate Expense Report tes  Main Menu Expense Report Business Purpose Training	summary page refres			ter   🏠 Home   🔯 Expense Details Action 🔍 GO
Favorit Crea Tot	eate Expense Report tes  Main Menu Expense Report Business Purpose Training "Description Business Writing Class Reference	summary page refres	orts	Actions [Choose an	ter   🏠 Home   🔯 Expense Details Action 🔍 GO

15. Verify that the Non-Reimbursable Expenses are included in the **Employee Expenses** field but are not included in the **Amount Due to Employee** total.

	Employee Expenses (4 Lines) 644.48 USD	Non-Reimbursable Expenses	500.00 USD	Employee Credits	0.00 USD
	Cash Advances Applied 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
	Amount Due to Employee	144.48 USD	Amount Due to Supplier	0.00 USD	
				0.00 000	
16.	Click the Certification che	eckbox option.			
	By checking this box, the er	nployee has certified the expe monwealth of Virginia and inc			duct
	Unicial busiliess of the Com	monwealth of virginia and me	nuue only such expenses i	lecessary in the cor	luuci
	of that business.				

of that business.



Step	Action
i	The <b>Submit Expense Report</b> button is now enabled.
17.	Click the Submit Expense Report button to submit the report.
	<ul> <li>By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.</li> <li>Submit Expense Report</li> </ul>
The <b>Su</b>	bmit Confirmation page displays in a pop-up window.
	Expense Report Submit Confirm       Image: Create Expense Report         Submit Confirmation       Image: Create Expenses (4 Lines)       044.48 USD       Non-Reimbursable Expenses       500.00 USD       Employee Credits       0.00 USD       0.00 USD         Cash Advances Applied       0.00 USD       Prepaid Expenses       0.000 USD       Supplier Credits       0.000 USD       0.00 USD         Amount Due to Employee       144.48 USD       Amount Due to Supplier       0.00 USD       0.00 USD       Image: Credits       Image: Credits </th
18.	Click the <b>OK</b> button.
19	A message displays in red at the top of the page along with the Expense Report number indicating that the Expense Report has been submitted for approval. View Expense Report Your expense report 0000421664 has been submitted for approval. Business Purpose Training Description Business Writing Class





#### Entering Non-Reimbursable Expenses when Copying from a Travel Authorization

To copy a Travel Authorization into an Expense Report in Cardinal, the Travel Authorization must be entered, submitted and approved. Non-reimbursable expenses are not noted or tracked on the Travel Authorization in Cardinal. Once the expenses are copied into an Expense Report, the relevant expenses are marked as non-reimbursable at that time.

This section of the Job Aid provides the steps for copying a Travel Authorization into the Expense Report and marking the applicable expenses as Non-Reimbursable.

Step	Action						
1.	Navigate to the Expense Report page using the following path:						
	Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > Create/Modify						
The Ex	pense Report Search page displays with the Add a New Value page displayed by default.						
Fav	Main Menu  → Employee Self-Service  → Travel and Expenses  → Expense Reports  → Create/Modify						
Exp	ense Report						
A	dd a New Value						
	*Empl IDQ Add						
1	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .						
2.	Enter or select the Employee ID in the <b>Empl ID</b> field.						
	*Empl ID						
3.	Click the <b>Add</b> button.						

Add



Step	Action					
The <b>Create Expense Report</b> page displays.						
Favo	ntas + Main Menu + >> Employee Self-Sensce + >> Travel and Expenses + >> Expense Reports + >> Create/Modify New Window   Help   Personalize Page					
Cre	ate Expense Report 📓 Save for Later   🎡 Home   🔯 Summary and Submit					
	Quick Start Populate From  GO					
	*Business Purpose Default Location Q *Report Description Attachments Reference Q					
	enses @ and Al   Collapse All Add:   🎆 My Wallet (0)   🖸 Quick-Fill Total 0.00 USD					
	*Date     *Expense Type     Description     *Payment Type     *Amount     *Currency       Image: State of the state					
Exp	and All   Collapse All Total 0.00 USD					
4.	Click the Quick Start Populate From dropdown button. Quick StartPopulate From V GO					
5.	Click the A Travel Authorization list item.					
	…Populate From ✓					
	Populate From A Template					
	A Travel Authorization					
	An Existing Report					
	Entries from My Wallet					
6.	Click the <b>GO</b> button.					
	Quick Start A Travel Authorization					



Step	Action					
The Copy from Approved Travel Authorization page displays in a pop-up window.						
	Copy from Approved Travel Authorization	Help				
	From Date 07/24/2024 To 11/24/2024 Search					
	Travel Auth Description Authorization ID Date From Date To Amount Currency					
	Select         Quarterly Team MeetingCharl         0000005695         10/28/2024         10/30/2024         328.70 USD					
	Return					
7.	Adjust the From Date and To Date fields if needed.					
	From Date 07/24/2024 3 To 11/24/2024 3					
8.	Click the <b>Select</b> button next to the Travel Authorization that will be copied into the Report.	Expense				
	Select					
9.	Complete Steps 4-19 from the Entering Non-Reimbursable Expenses on the Expe	nse Report				
	section of this Job Aid.					