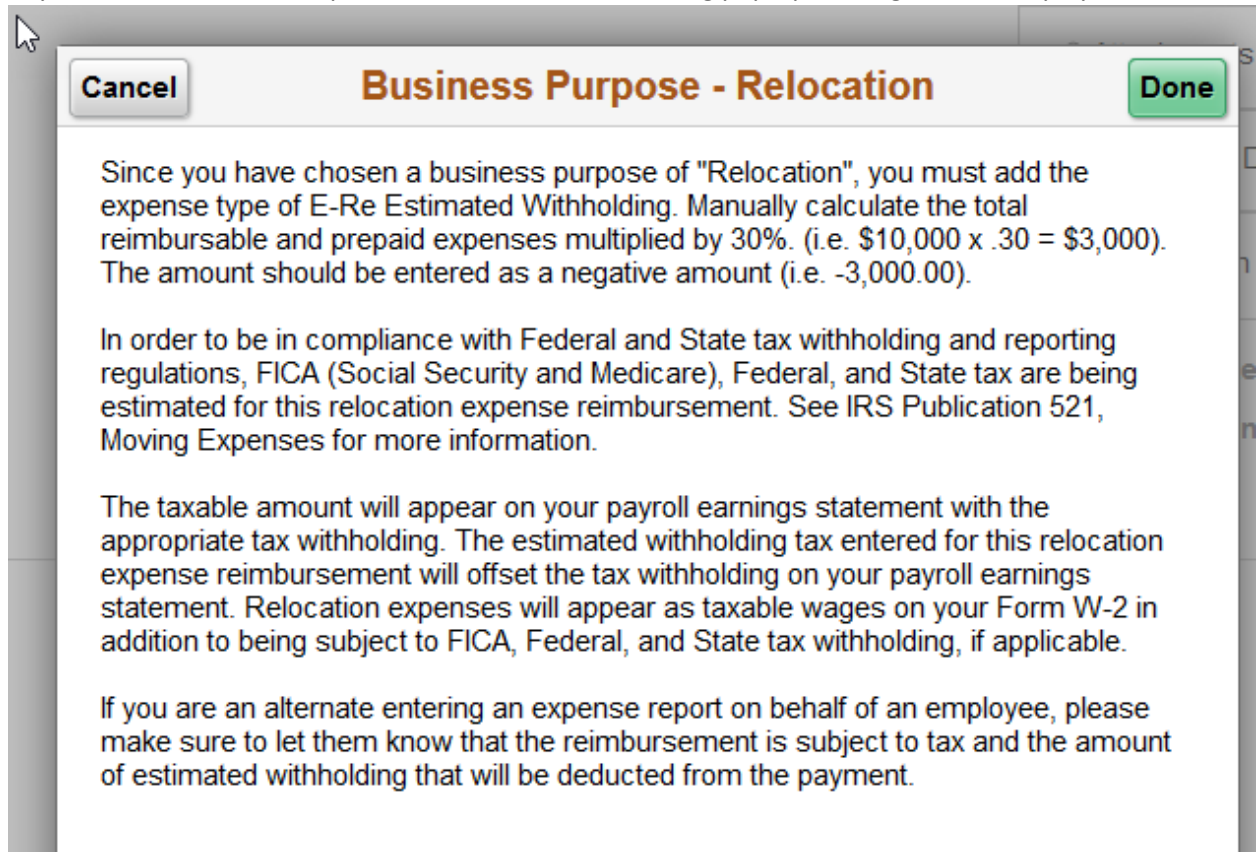


Adding Estimated Tax to Relocation Expense Reports

The steps below will explain how SFS will handle deducting the tax from any Relocation expense report.

1. If you choose Business Purpose of Relocation the following pop-up message will be displayed.




2. After adding the regular expense lines to the expense report the traveler/alternate must add a line for E-Re Estimated Withholding expense type.
3. The traveler/alternate must do the calculation to deduct 30% of the total for this expense report including the Prepaid Purchasing Card Amounts.
4. The Payment Type must be set to Personal Funds.
5. The Amount must be negative. Whenever a negative number is inputted into an expense report a Credit Reference Required field needs to be filled in. The note to be added to the Credit Reference Required field could be Tax Deduction amount or something similar. (see example


below)

Expense Entry Errors

▶ Correct the following errors prior to submission:

- Negative expense amount -- Credit reference information required.

*Date 01/16/2020 

*Expense Type E-Re Estimated Withholding 


Description

Payment Details

*Payment Personal Funds 

*Amount -300.00 USD 

Additional Information

 Accounting 1 >

 Receipt Split

Exceptions

Non-Reimbursable No

Exception Comments

Credit Reference Required

▶ No Comments >

6. The traveler will not be able to submit the expense report if the E-Re Estimated Withholding Expense line has not been added to the report.