

## How to Reduce or Limit an Expense Reimbursement to a Fixed Budget Amount

[University Policy 405 - General Travel and Expense](#) requires that University travel rates be uniformly and consistently applied for all who travel on University sponsored business, including non-employees and students.

Travelers, funding departments or institutions cannot limit or change individual expense reimbursement rates (i.e. M&IE per diem or mileage rates etc.) however due to budget limitations are able to reduce the **overall** University support (limiting overall travel expenses to a fixed budget) for a trip or related business activity.

Within E-Reimbursement there are two options to limit the overall expense reimbursement.

**Note:** Institutions may have a requirement on which option to use for this entry requirement. Consult with your [institution's travel office](#) on any requirement for utilizing the options specified.

### Option 1: Travel Reduction (Preferred)

- Utilizing this new expense type limits the overall expenses report reducing the reimbursement to a traveler's budget limit

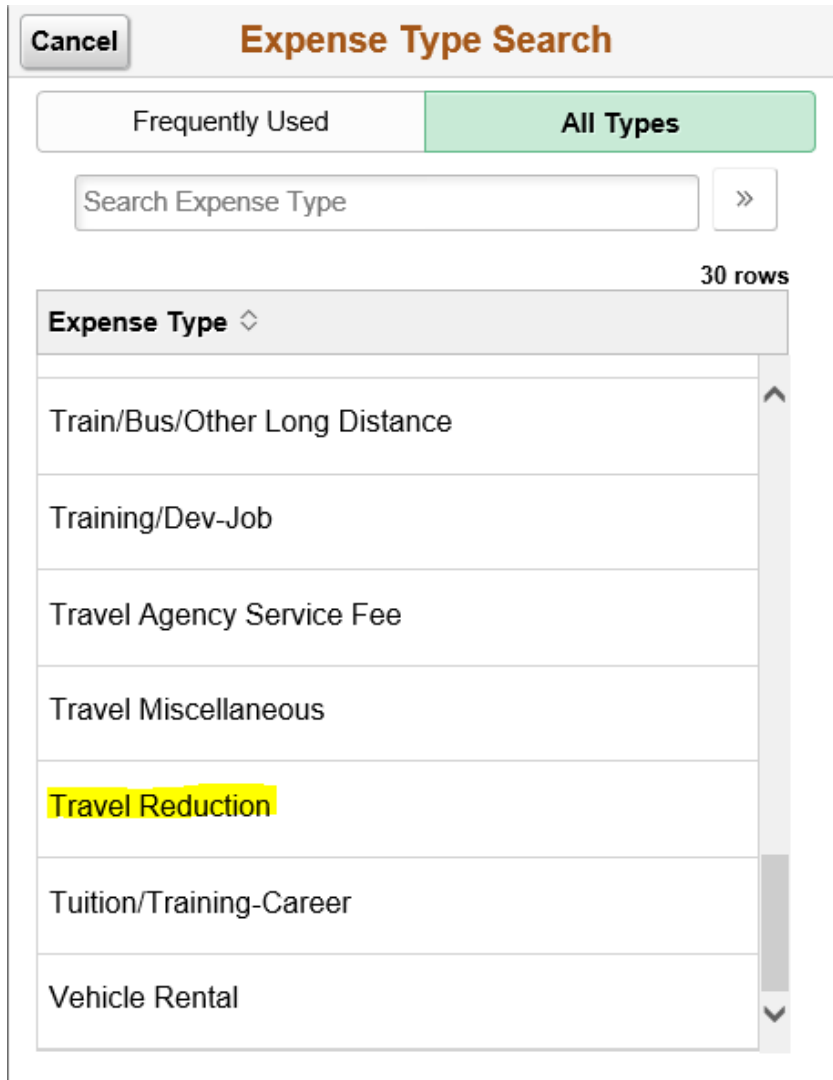
### Option 2: Receipt Split Function

- Utilizing this function reduces an individual expense line making a portion of the expense non-reimbursable

## How to use Travel Reduction Expense Type

A new Expense Type in E-Reimbursement has been created called: Travel Reduction

You cannot select the Payment Type of University Prepaid if the Expense Type is **Travel Reduction**. Also, the total amount for the overall report cannot be negative.



The image shows a software interface titled "Expense Type Search". At the top left is a "Cancel" button. Below the title are two tabs: "Frequently Used" and "All Types", with "All Types" selected. A search input field labeled "Search Expense Type" with a search icon is present. Below this is a table with a header "Expense Type" and a dropdown arrow. The table lists several expense types, with "Travel Reduction" highlighted in yellow. A vertical scrollbar on the right indicates 30 rows in total.

Expense Type
Train/Bus/Other Long Distance
Training/Dev-Job
Travel Agency Service Fee
Travel Miscellaneous
<b>Travel Reduction</b>
Tuition/Training-Career
Vehicle Rental

Once you enter a negative amount and submit the expense report or check for errors, a page called Credit Information will be displayed. A short description (60 characters or less) is required to be entered. Click OK.

Cancel **Exception Comment** Done

Date 05/01/2018

Expense Type Travel Reduction

Expense Amount -60.00 USD

**Credit Reference Comment**

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Expense amount is negative. Provide credit reference information.

The screen/image shown below will be displayed when a negative amount is entered for an expense line. The message is to notify and confirm that the traveler acknowledges that their reimbursement will be reduced. After you have read, click Return.

## Create Expense Report

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### Credit information for line 2.

SHARON SCHWARTZ

Authorization ID:

NEXT

Please check the payment type that you are using for this expense line. For correct credit handling the payment type should be the same value as the one used in the original transaction.

If the expense line is reimbursable to the employee then the action will reduce the total reimbursement to the employee. If the expense line is reimbursable to a vendor, such as a corporate card, then the action will be to reduce the total reimbursement to the vendor.

Examples:

If the employee used their own cash then the credit will result in reducing the reimbursement to the employee.

If a corporate card was used where the vendor is reimbursed directly the credit will result in reducing the reimbursement to the vendor.

If you are unsure of the correct payment type to use please contact your administrative department.

Return



Description box is required to be completed for the Travel Reduction expense type.

### Travel Reduction - 05/01/2018

\*Date

\*Expense Type

\*Description

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#### Payment Details

\*Payment

\*Amount

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#### Additional Information

Accounting 1 >

Receipt Split

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#### Exceptions

Personal Expense  **No**

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#### Exception Comments

Credit Reference Required >

In the event that the traveler receives additional funding for the trip at a later date and the original expenses were filed within the required timeframe, additional reimbursement may be claimed by completing the following:

Enter a positive expense line amount with the Expense Type of **Travel Reduction**. Reference the original Expense Report ID Number with Expense/travel justification as part of Additional Information before submitting the Expense Report

 Please enter justification

**Approval Status**

Report ID 0000537518


Pending



**Expense Report Summary**


Total (4 Items)	500.00 USD
Employee Credits	60.00 USD
Non-Reimburse	50.00 USD
Prepaid Expenses	150.00 USD
Due to Employee	240.00 USD

**Additional Information**

**Travel Authorization**  
You have 1 approved Travel Authorization(s) that can be associated to this report. >

 View Analytics >

 Justification (IS MISSING)  >


 View Printable Report >


## How to Use the Receipt Split Function in the Expense Module



**Note:** The expense type Mileage cannot be split for these purposes.

- 1) Click on the **Receipt Split** link located near the bottom of the page.
- 2) Perform the following actions on the *Receipt Detail* page that appears:

### Airfare - 05/01/2018


\*Date  


\*Expense Type  

Description   

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#### Payment Details


\*Payment  

\*Amount   

---

#### Merchant


Merchant  


Preferred Merchant  

---

#### Additional Information

\*Ticket #

 Accounting 1 >

 **Receipt Split**

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#### Exceptions

Personal Expense  **No**

Click the *Expense Type* drop-down menu and select the appropriate expense type of the non-reimbursable portion of the expense line. In some cases, this might be the same expense type as the original expense line. Click the **Receipt Split** button.

**Receipt Split** 🔍

<b>Split Amount</b>	350.00 USD	
<b>Current Total</b>	300.00 USD	
<b>Remaining</b>	50.00 USD	

2 rows

+

*Date	Expense Type	Description	*Amount		Personal Expense
05/01/2018 <input type="button" value="📅"/>	Airfare	<input type="text" value="Air Ticket"/>	<input type="text" value="300.00"/>	USD	<input type="checkbox"/> No
05/01/2018 <input type="button" value="📅"/>	Misc-Purchases/Supplies <input type="button" value="🔍"/>	<input type="text" value="Travel related"/>	<input style="border: 2px solid #000;" type="text" value="50.00"/>	USD	<input type="checkbox"/> No

Add the new expense line.

- Make sure the Expense Date is correct for newly entering line
- Enter Expense Type
- In the *Amount* field, enter the non-reimbursable amount. The totals on the top will adjust.
- Click the **Personal Expense** switch. Update the *Description* field with details explaining why the expense line is non-reimbursable.
- Click the **Done** button.