



Personal Expenses on the Travel Card

Purpose: If during business travel a personal purchase is placed on the Travel card, for instance, a movie rental during a hotel stay, the personal purchase must be included in the Lodging Itemization. Personal expenses should only be included or itemized if they were placed on the travel card or lodge card. An audit rule prevents this expense type from being used for an out-of-pocket expense.

Itemizing Personal Expenses on the Travel Card

The screenshot shows the 'Expense' report interface. At the top, there are tabs for 'Expense', 'Nightly Lodging Expenses', and 'Receipt Image'. A summary bar at the top right displays: 'Total Amount: \$770.00 | Itemized: \$750.00 | Remaining: \$20.00'. Below this, the form fields are as follows:

Expense Type: Lodging	Receipt Date: 05/06/2016	Event Name/Business Purpose: Recruiting Conference	Vendor: Seattle Hilton
City of Purchase: Seattle, Washington	Payment Type: Cash/Personal Credit Card	Amount: 770.00 USD	Comment: 3 nights lodging

In this expense report example, the system is providing alerts that the Itemization amount does not add up to the Expense Amount

- Total Lodging Expense is \$770.00
- Itemization (daily room rate, taxes, Internet access) is \$750.00
- The \$20.00 difference is the charge for the movie rental (personal charge)

1. Click Add Itemization.
2. Select the Expense Type "Personal Expense (Non-Reimbursable)".

The screenshot shows the 'Itemization' interface. At the top, there is a summary bar: 'Total Amount: \$770.00 | Itemized: \$770.00 | Remaining: \$0.00'. Below this, the form fields are as follows:

Expense Type: Personal Expense (Non-Rein)	Receipt Date: 05/06/2016	Payment Type:	Amount: 20.00 USD
Comment: Movie Rental			

3. Enter the expense Amount, and a Comment. A comment is required for this expense type.
4. Click **Save**.
5. Note that the Total Amount and Total Requested are now different, reflecting the amount of the personal expense.



Seattle Conference

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Exceptions

Expense Type	Date	Amount	Exception
Internet/Online...	05/07/2016	\$5.00	⚠ This expense is at least 120 days old and could be sub
Personal Expe...	05/06/2016	\$20.00	⚠ This expense is at least 120 days old and could be sub

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	05/06/2016	Meal Per Diem Seattle, Washington	\$39.00	\$39.00
<input type="checkbox"/>	05/06/2016	Actual Meal Cost (In lieu of Per D Chili's, Seattle, Washington	\$10.00	\$10.00
<input checked="" type="checkbox"/>	05/06/2016	Lodging Seattle Hilton, Seattle, Washington	\$770.00	\$750.00
<input type="checkbox"/>	05/05/2016	Lodging	\$200.00	\$200.00
<input type="checkbox"/>	05/05/2016	Lodging - Tax	\$45.00	\$45.00
<input type="checkbox"/>	05/05/2016	Internet/Online Fees	\$5.00	\$5.00
<input type="checkbox"/>	05/06/2016	Lodging	\$200.00	\$200.00
<input type="checkbox"/>	05/06/2016	Lodging - Tax	\$45.00	\$45.00
<input type="checkbox"/>	05/06/2016	Internet/Online Fees	\$5.00	\$5.00
<input checked="" type="checkbox"/>	05/06/2016	Personal Expense (Non-Reimt	\$20.00	\$0.00
<input type="checkbox"/>	05/07/2016	Lodging	\$200.00	\$200.00
<input type="checkbox"/>	05/07/2016	Lodging - Tax	\$45.00	\$45.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,561.28	\$1,541.28

Processing a personal charge on the travel card

1. Add the travel card expense to an expense report.
2. Change the Expense Type to "Personal Expense (Non-Reimbursable).
3. Select the Type of Personal Expense.
4. Add a comment (required when expense type is Personal Expense (Non-Reimbursable)).

New Expense Available Receipts

Expense Type Personal Expense (Non-Reim) ▼	Transaction Date 01/10/2018	Type Of Personal Expense Other ▼	Payment Type *FSU-WF-CBCP ▼	Amount 50.00 USD ▼
Comment office supplies				



- The Personal Expense Itemization displays along with the other expense items.
- Note that Total Amount and Total Requested amount differ by the amount of the personal non-reimbursable amount.

<input type="checkbox"/>	05/06/2016	Internet/Online Fees	\$5.00	\$5.00
<input checked="" type="checkbox"/>	05/06/2016	Personal Expense (Non-Reimt)	\$20.00	\$0.00
<input type="checkbox"/>	05/07/2016	Lodging	\$200.00	\$200.00
<input type="checkbox"/>	05/07/2016	Lodging - Tax	\$45.00	\$45.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,561.28	\$1,541.28

- ***Personal amounts are first deducted from reimbursable expenses, and then if no reimbursable expenses are left, the traveler must reimburse the University.***