



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 right, a summary box displays: **Total Amount: \$770.00 | Itemized: \$750.00 | Remaining: \$20.00**. Below this, the form fields are populated with: 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' form. At the top right, the summary box now displays: **Total Amount: \$770.00 | Itemized: \$770.00 | Remaining: \$0.00**. The form fields are populated with: 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

[+ New Expense](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

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

Date	Expense Type	Amount	Requested
05/06/2016	Meal Per Diem Seattle, Washington	\$39.00	\$39.00
05/06/2016	Actual Meal Cost (In lieu of Per D Chili's, Seattle, Washington	\$10.00	\$10.00
05/06/2016	Lodging Seattle Hilton, Seattle, Washington	\$770.00	\$750.00
05/05/2016	Lodging	\$200.00	\$200.00
05/05/2016	Lodging - Tax	\$45.00	\$45.00
05/05/2016	Internet/Online Fees	\$5.00	\$5.00
05/06/2016	Lodging	\$200.00	\$200.00
05/06/2016	Lodging - Tax	\$45.00	\$45.00
05/06/2016	Internet/Online Fees	\$5.00	\$5.00
05/06/2016	Personal Expense (Non-Reimt	\$20.00	\$0.00
05/07/2016	Lodging	\$200.00	\$200.00
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.**
- Complete Deposit Form ([Controller's Website -> Forms -> Travel Forms -> Departmental Deposit Form](#))
 - Employee's **Home Department ID & Fund 499**
 - Account Code **151005**

Departmental Deposit Form, continued

Section III. Expense Refund Detail

Complete this section when you are depositing a payment resulting from an expense, payroll, or travel reimbursement for a product or service previously incurred by your department. The Controller's Office Auxiliary Accounting area will record these deposits with an AR Direct (ARD) journal to the department, fund, account, project, and optional chartfields you define below. In order to process an expense refund, documentation must contain evidence that the refund is appropriate. Therefore, reference must be made to the original transactions supported by the original journal, voucher, or expense report number. Attach the following backup documentation in order for this form to be processed and cash received by your department.

Required Attachments:

Expense Refund Type	Required Documentation	Suggested Query
Expense Reimbursement	AP Journal ID & Voucher ID	FSU_DPT_GL_JRNL_WITH_VCHR or FSU_DPT_GL_JRNL_WITH_VCHR
Travel Reimbursement	Provided EX Journal ID and Expense Report ID	FSU_DPT_GL_JRNL_WITH_EXP_SHEET
Payroll Reimbursement	Use the Student Business Services Expense Refund Form and submit to the Student Business Services Cashier's Office with Payment.	

A. Expense Refund Type	B. Amount	C. Department	D. Fund	E. Project	F. Account	G. CF 1	H. CF 2	I. CF 3	Original Trans Ref. (eg., Journal ID, ER, Voucher)
Travel Reimbursement			499		151005				
▼									
▼									
▼									

- Attach a .pdf of the Deposit form and OMNI receipt to the expense report.