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**

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)”.
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.
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)).
• 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.

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