



### Tips on Entering Employee Expenses – Online Agencies Overview

This Job Aid provides helpful information about using Location and Expense Types when entering employee expenses. It does not, however, address policy or procedural issues.

Statewide policies and procedures can be found in the Cardinal CAPP (Commonwealth Accounting Policies and Procedures) Manual’s State Travel Regulations, located on the Department of Accounts (DOA) website. Agencies may have additional policies and procedures that are unique to their business processes.

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### Using Location

#### Location

The Cardinal Locations are configured per Cardinal CAPP Manual Topic 20335. If the travel destination is not identified separately, users must use the “In State Standard” or “Out of State Standard” rate Expense Location in Cardinal.

The Default Location entered on the **Header** section of the page defaults to the Expense Lines for expense types that require a location. Locations can be added or changed as appropriate on each Expense Line.

International travel locations are not listed in Cardinal. See the State Travel Regulations for information on international locations.

## Using Expense Types

### Other Employee Reimbursement

Only use for expenses that do not fit under another expense type or when recording expenses related to International Travel (see the [International Travel](#) section of this Job Aid for more information).

- When using the Expense Type “Other Employee Reimbursements”, click the **Expand** icon next to **Accounting Detail** on the Expense Line and verify that the Account that defaulted is accurate and, if not, change it
- When using “Other Employee Reimbursements”, enter a clear explanation of the expense in the **Description** field

### Lodging

- Select the “Lodging” Expense Type to enter the hotel room rate, excluding taxes and surcharges  
Select the “Lodging Fees and Taxes” Expense Type to enter taxes and surcharges
- Users can enter Lodging expenses on a separate Expense Line for each day. Alternatively, users can enter the entire Lodging amount on one line and indicate the number of nights the charge pertains to on the Expense Line. For example, the hotel room rate is \$80, the number of nights is three (3), and the total including taxes and fees is \$300. Users can enter the entire Lodging amount \$240, on the “Lodging” line, and the “Lodging Fees and Taxes” line would be \$60



### Per Diem Meals and Incidentals

- Per Diems for meals and incidentals are configured in Cardinal in accordance with Cardinal CAPP Manual Topic 20335. Cardinal automatically calculates the per diem based on the Expense Type selected. The amount on the Expense Line cannot be updated for amounts over the calculated amount

If the Agency's policy is more restrictive for per diem meals, follow Agency guidelines. For example, an Agency requires an employee to report actual expenses when less than the per diem. If the employee spends \$9 and the per diem is \$11, then the employee would record \$9 since that is the actual expense amount.

- On a travel departure or return day, meals and incidentals are calculated in Cardinal at 75% of the meal and incidentals rate (in accordance with Cardinal CAPP Manual Topic 20335) by choosing the "Travel Day" Expense Type for meals or incidentals
- Enter the \$5.00 or \$3.75 per diem incidental as a separate line for each day of travel using the "Per Diem Incidentals" Expense Type. In Cardinal, the meals must be identified separately from the incidental line

### Mileage

- There are three options for mileage. See the Cardinal CAPP Manual Topic 20335 regarding when each should be used:
  - **Personal Mileage Cost Justified**
  - **Personal Mileage Convenience**
  - **Personal Mileage over 15,000K**
- Do not use decimals when entering miles. The mileage should be rounded to the nearest whole number as Cardinal displays an error message if decimals are entered in the **Miles** field
- The mileage rate is configured in Cardinal and will calculate mileage cost based on the miles entered on the Expense Line and the current reimbursement rate. The calculated amounts in Cardinal are rounded to two (2) decimals



#### Viewing Travel Rates

Use the **V\_AP\_EX\_TRAVEL\_RATES** query to view the most recent travel rates per location for all Expense Types.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer**

**International Travel**

Refer to the Cardinal CAPP Manual Topic 20335 and follow any Agency specific guidelines regarding international travel.

- International Travel is defined as all travel outside of the 48 contiguous United States
- International locations have not been configured in Cardinal
- International Travel, Per Diem Rates. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government, General Services Administration (GSA)
- The Department of Defense (DOD) sets the rates for Hawaii, Alaska, and all United States Territories (Puerto Rico, Guam, The U.S. Virgin Islands, etc.). If a specific city is not listed, use the “Other” rate shown for that country
- The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Printouts of appropriate rates for the time of travel must be attached to the Expense Report for reimbursement
- The “Other Employee Reimbursement” Expense Type should be used to record International Travel since it does not require a location to be entered
- The **Description** field should be used to capture details on each Expense Line
- When using the Expense Type “Other Employee Reimbursement”, the user must change the Account Code to match the type of expense
- There should be one Expense Line for each type of expense incurred with the appropriate Account for that Expense Type