

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

[University Policy 1200 - 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.



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.

Create Expense Report

Credit information for line 2.

SHARON SCHWARTZ

Report ID:

NEXT

Please enter information about the original expense that you are backing out with this negative amount. This could be the ID and line number of the expense report that contains the original expense, or some other reference as defined by your administrative department.

Credit Reference:

OK

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

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.

Create Expense Report

Expense Detail for Travel Reduction (Line 2)

SHARON SCHWARTZ

Report ID:

NEXT

About This Expense ?

*Expense Date:	02/16/2016
*Payment Type:	Personal Funds
*Billing Type:	In-State
*Description:	<input type="text"/>
*Amount Spent:	-150.00
*Currency:	USD
*Exchange Rate:	1.00000000
	<input checked="" type="checkbox"/> Default Rate
Reimbursement Amt:	-150.00 USD

Exception Comments ?

Location Amount:

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:

Reference the original Expense Report ID Number in the Expense/travel justification and supporting details box and submit a positive expense line amount with the Expense Type of **Travel Reduction**.

Create Expense Report

Expense Report Entry

SHARON SCHWARTZ

[User Defaults](#)

Report ID: NEXT

*Report Name: <input type="text" value="Travel Reduction Test"/>		*Expense/travel justification and supporting details: <input type="text" value="Report ID 331000 had a travel reduction amount of \$-300. I am now claiming back \$200 of that amount."/>
*Business Purpose:	<input type="text" value="Business"/>	

(Spell out acronyms) [Attachments \(0\)](#)

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.

[Create Expense Report](#)

Expense Detail for Airfare and Change Fees (Line 1)

SHARON SCHWARTZ Report ID: NEXT

About This Expense ?

*Expense Date: 02/16/2016 

*Payment Type: Personal Funds 

*Billing Type: Out-of-State  Non-Reimbursable

*Ticket Number: abcxtz

*Merchant (Choose One)

 Preferred: AMERICAN 

 Non-preferred:

Description: 

*Amount Spent: 500.00

*Currency: USD 

*Exchange Rate: 1.00000000  

Default Rate

Reimbursement Amt: 500.00 USD

Exception Comments ?

Location Amount:

[Accounting Detail](#)

[Receipt Split](#) 

[Return to Expense Report](#)

- 2) Perform the following actions on the *Receipt Detail* page that appears:

The screenshot shows the 'Expense Information' form with the following fields and values:

- *Expense Date: 02/16/2016
- *Payment Type: Personal Funds
- *Billing Type: Out-of-State
- *Ticket Number: ABCXTZ
- *Merchant (Choose One):
 - Preferred: AMERICAN
 - Non-preferred: (empty)
- Description: (empty)
- *Amount Spent: 500.00
- *Currency: USD
- *Exchange Rate: 1.00000000
- Reimbursement Amt: 500.00 USD

The 'Current Expenses on Receipt' table shows:

Date	Type	Amount
02/16/2016	Airfare and Change Fees	500.00 USD

Summary values:

- Current Total: 500.00 USD
- Receipt Total: 500.00 USD
- Balance: 0.00 USD

Below the main form is the 'Split With Another Expense' section:

- Expense Type: (empty)
- Buttons: Split (labeled 'a'), Done (labeled 'd')
- Text: Split with another expense will subtract from original expense while leaving current total unchanged.

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.

- a. Click the **Split** button. A new zero-dollar expense line appears in the box to the right and the information on the left now pertains to this new expense line.
- b. In the *Amount Spent* field, enter the non-reimbursable amount. Click the **Update** button. The totals on the right will adjust.
- c. Click the **Non-Reimbursable** checkbox. Update the *Description* field with details explaining why the expense line is non-reimbursable.
- d. Click the **Done** button.

3) Click the **Return to Expense Report** link and note the new expense lines in the *Expense Line Items*.