

Contact: rftravel@rfsuny.org

Use this job aid to enter a Receipt-based Expense that includes more than one expense type (itemized receipt) using iExpense.

		THE RESEAR	CH FOUNDA ity of New York	Expense Rep	ports		Contact Us	Global Policy	<u>Home Loqout Prefere</u>	ences <u>Diagnostics</u>
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pens	ses no	ome Expense Re	Sons Access Al	General Inform	mation Cash and Other Expense	s Expense Allocation	IS Review			
ate	Exp	ense Report: Ca	ash and Other	Expenses						
Re	ceipt-	Based Expenses [2	91.371 Per Die	m Expenses [0.00] M	lileage Expenses (0.00)			(<u>S</u> ave)	(Cancel) (Back	Step 2 of 4 Ne <u>xt</u>
TIP TIP elec	Enter Itemiz Date	r all business expensize. Example: 02-NOV-2 pense Lines: Dupl	es. Enter one exp 011. icate Remove	ense per line. Click Detail	Is to enter information specific to a	an expense, such as th	e Daily Rate. If your receipt	includes mo	ore than one expense	type, click
elect	t All	Select None								
	LIIIC		Receipt Amou	nt Expense Type	Justification				Reimbursahle Amo	unt (IISD) Details
	1	13-Nov-2011	Receipt Amou 291.37	nt Expense Type	Justification After reseach	ing comparable hotels i	in this area, this is the best	price found	Reimbursable Amo	unt (USD) Details 291.37
	1	13-Nov-201	Receipt Amou 291.37	nt Expense Type Lodging	After reseach	ing comparable hotels i	in this area, this is the best	price found	Reimbursable Amo	unt (USD) Details 291.37 =
	1 2 3	13-Nov-201	Receipt Amou 291.37	nt Expense Type Lodging	After reseach	ing comparable hotels i	in this area, this is the best	price found	Reimbursable Amo	unt (USD) Details 291.37 = = = =
	1 2 3 4	13-Nov-201	291.37	nt (kpense Type L odging	3 ·	ang comparable hotels	in this area, this is the best	price found	Reimbursable Amo	unt (USD) Details 291.37
	1 2 3 4 5		Receipt Amou 291.37	nt (kpense Type L xdging	3 -	ang comparable hotels	in this area, this is the best	price found	Reimbursable Amo	unt (USD) Details 291.37
	1 2 3 4 5 6		Receipt Amou 291.37	nt i kpense Type	3 	4	in this area, this is the best	price founc	Reimbursable Amo	unt (USD) Details 291.37 (2015) (2015
	1 2 3 4 5 6 7	13-Nov-201	291.37	nt i kpense Type	3 Justification After reseach	ing comparable hotels in the second sec	in this area, this is the best	price found	Reimbursable Amo	unt (USD) Details 291.37 (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)
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1	From the Create Expense Report: Cash and Other Expenses page, navigate to the Receipt-based Expenses tab. Use the Calendar
-	icon to enter the date of the expense
2	Enter the Receipt Amount
3	Use the drop-down arrow and select an Expense Type from the list of values. Example: Lodging, Parking, Tolls, etc.
4	Type in a Justification for the expense. Example: After researching comparable hotels in this area, this is the best price found
5	Click the Details icon to go to the details screen and itemize this receipt

Enter an Itemized Receipt-based Expense in *iExpenses* Module

Cash and Other Expenses: Details for Line 1

* Expense Type	Lodging	 Justification 	conference at hotel
* Start Date	13-Nov-2010		
	(example: 24-Jan-2011)		
1 Daily Rate	291.37	* County Location	
Number Of Days	1	~ County Location	
* Receipt Amount	291.37		When using County Lookup field below to find the county.
* Receipt Currency	USD - US Dollar 💌		name (it will then populate the county.) Use 'All Othe
Exchange Rate	1		Locations' if County location does not exist.
Reimbursable Amount	222.76 USD		Original Receipt Missing
Additional Informati	on		
County Lookup			
* Hotel/Motel Merchant	2		

1	From the Cash and Other Expenses: Details for Line 1 window, we notice that the Daily Rate needs to be corrected. You can either fix it on this screen, or when the receipt is itemized
2	Use the Flashlight to look up the name of the Hotel/Motel Merchant. Choose Other if the name of the establishment in which you stayed is not on the list of values. This will open the Search and Select: Hotel/Motel Merchant window, where you can enter your search criteria, select Go, and choose the appropriate result from the list of results.



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Cash and Other Expenses: Details for Line 1



1	For best results, first use the County Lookup feature under Additional Information. Enter the name of the city in which you
1	stayed and click the <i>Flashlight</i> icon to return the correct county/state combination
	The Expense Location field is the county in which the expense happened. Iit is recommended that you always use the
	Flashlight icon to get the exact county name. (Tip: Use the County Lookup feature first.) This will open the Search and Select:
2	County Lookup window, where you can enter your search criteria, select Go, and choose the appropriate result from the list of
	results.
	Note: An error message will appear if you navigate away from this screen without completing the Expense location field

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1After adding another row, the amount is displayed as a Personal Expense2To correct this, you must change the original receipt amount

(The Research Founda The State University of New York	Ente	JO r an Itemized Receipt-based E <i>iExpense</i>	Aid xpense in s Module		
C	contact: rftravel@rfsuny.org					
	Itemized Business Expenses					
	TIP Itemize the receipt by creating a separation of the separation	arate row for each individual bus	iness expense. Any remaining a	mount is treated a	s a personal expense.	
	Select Expense : Duplicate Remove					
	Select Line Date	Expense Type	Justification		Itemized Receipt A	mount (USD)
	I-1 13-Nov-2010	Lodging	conference at hotel			291.37
3	Add Another Row				Total Business Expenses Personal Expenses Original Receipt Amount	291.37 0.00 291.37
	Itemization 1-1					
	* Expense Type	Lodging 🔽		* Justification	conference at hotel	^
	* Start Date	13-Nov-2010				
	1 Daily Rate Number Of Days	111.38 2				<u>~</u>
	<u> </u>	291.37 Receipt amount exceeds the allowat reported.	ble daily limit for the number of days			
	Additional Information					
	County Lookup ORLANDO * Hotel/Motel Merchant Marriott		(State Stat			
	Marriott				(Remove Itemization)	Duplicate

.

	Receipt total automatically floods in to the Daily Rate total. Type the actual Daily Rate and Number of Days into these fields
1	Note: Daily Rate x Number of Days = Line 1-1 Itemized Receipt Total
	For this example we are changing <i>Daily Rate</i> to be \$111.38 and <i>Number of Days</i> to be 2
2	Shows receipted dollar amount still to be itemized
3	Click Add Another Row button to add another itemized expense

Research Foundation of SUNY 5

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1	Use the drop-down arrow to choose an Expense Type. Example: Lodging, Parking, Tolls, etc. Then, Use <i>Calendar</i> icon to edit the start date if needed
2	Itemized Receipt Amount field automatically contains the difference between Total Business Expenses and itemized amount from Line 1-1 (\$291.37 - \$222.76 - \$68.61). Type the actual Itemized Receipt Amount into this field if needed.
3	Type in new <i>Justification</i> if applicable. Note: Using the <i>Return</i> button from the top or bottom menu will return you to the Receipt-based Expenses tab
	You have successfully entered a receipt that includes more than one expense type (itemized receipt).