



Contact: rfravel@rfsuny.org

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

1	From the <i>Create Expense Report: Cash and Other Expenses</i> page, navigate to the <i>Receipt-based Expenses</i> tab. Use the Calendar icon to enter the date of the expense
2	Enter the <i>Receipt Amount</i>
3	Use the drop-down arrow and select an <i>Expense Type</i> from the list of values. Example: Lodging, Parking, Tolls, etc.
4	Type in a <i>Justification</i> 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



Cash and Other Expenses: Details for Line 1

* Expense Type

* Start Date
(example: 24-Jan-2011)

1 → Daily Rate

Number Of Days

* Receipt Amount

* Receipt Currency

Exchange Rate

Reimbursable Amount

Justification

* County Location

Use County Lookup field below to find the county. When using County Lookup please enter the city name (it will then populate the county.) Use 'All Other Locations' if County location does not exist.

Original Receipt Missing

Additional Information

County Lookup

* Hotel/Motel Merchant **2** ←

1	From the <i>Cash and Other Expenses: Details for Line 1</i> 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 <i>Hotel/Motel Merchant</i> . Choose Other if the name of the establishment in which you stayed is not on the list of values. This will open the <i>Search and Select: Hotel/Motel Merchant</i> window, where you can enter your search criteria, select <i>Go</i> , and choose the appropriate result from the list of results.



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Cash and Other Expenses: Details for Line 1

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

1	For best results, first use the County Lookup feature under <i>Additional Information</i> . Enter the name of the city in which you stayed and click the Flashlight icon to return the correct county/state combination
2	The Expense Location field is the county in which the expense happened. It 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 <i>Search and Select: County Lookup</i> window, where you can enter your search criteria, select <i>Go</i> , 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



Cash and Other Expenses: Details for Line 1

[Duplicate](#) [New](#) [Remove](#) [Return](#)

* Receipt Type: Lodging
 * Receipt Date: 13-Nov-2010
 Original Receipt Amount: 291.37
 * Receipt Currency: USD - US Dollar
 Exchange Rate: 1
 Reimbursable Amount: 281.37 USD

* Justification: After reseaching comparable hotels in this area, this is the best price found
 * County Location: Orange County
Use County Lookup field below to find the county. When using County Lookup please enter the city name (it will then populate the county.) Use 'All Other Locations' if County location does not exist.
 Original Receipt Missing



Itemized Business Expenses

TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense : ([Duplicate](#)) ([Remove](#))

Select Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
1-1	13-Nov-2010	Lodging	After reseaching comparable hotels in th ...	281.37
Add Another Row				
Total Business Expenses				281.37
Personal Expenses				10.00
Original Receipt Amount				291.37



Itemization 1-1

* Expense Type: Lodging
 * Start Date: 13-Nov-2010
 Daily Rate: 281.37
 Number Of Days: 1
 * Itemized Receipt Amount: 281.37

Additional Information

County Lookup(enter City): ORLANDO, FLORIDA, ORANGE COUNTY
 * Hotel/Motel Merchant: Marriott

[Duplicate](#) [New](#) [Remove](#) [Return](#)

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



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Itemized Business Expenses

TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense :

Select Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
1-1	13-Nov-2010	Lodging	conference at hotel	291.37
<input type="button" value="Add Another Row"/>				
				Total Business Expenses 291.37
				Personal Expenses 0.00
				Original Receipt Amount 291.37

Itemization 1-1

* Expense Type: Lodging
* Start Date: 13-Nov-2010
(example: 25-Jan-2011)

* Justification: conference at hotel

1 **Daily Rate** 111.38
Number Of Days 2

⚠ * Itemized Receipt Amount 291.37
Receipt amount exceeds the allowable daily limit for the number of days reported.

Additional Information

County Lookup: ORLANDO, FLORIDA, ORANGE COUNTY
* Hotel/Motel Merchant: Marriott

3

2

1

1	Receipt total automatically floods in to the <i>Daily Rate</i> total. Type the actual <i>Daily Rate</i> and <i>Number of Days</i> into these fields 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



Cash and Other Expenses: Details for Line 1

* Receipt Type: Lodging
 * Receipt Date: 13-Nov-2010
 Original Receipt Amount: 291.37
 * Receipt Currency: USD - US Dollar
 Exchange Rate: 1
 Reimbursable Amount: 291.37 USD

* Justification: After researching comparable hotels in this area, this is the best price found
 Expense Location: Orange County

Itemized Business Expenses

TIP: Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
1-1	13-Nov-2010	Lodging	After researching comparable hotels in th...	281.37
1-2	13-Nov-2010	Parking	Hotel parking	10.00
				Total Business Expenses 291.37
				Personal Expenses 0.00
				Original Receipt Amount 291.37

Itemization 1-2

* Expense Type: Parking
 * Start Date: 13-Nov-2010
 Daily Rate: 10.00
 Number Of Days: 1
 * Itemized Receipt Amount: 10.00

1	Use the drop-down arrow to choose an Expense Type. Example: Lodging, Parking, Tolls, etc. Then, Use Calendar icon to edit the start date if needed
2	<i>Itemized Receipt Amount</i> 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 <i>Itemized Receipt Amount</i> 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).