

How to Use the Receipt Split Function in e-Reimbursement

The Receipt Split function is used to:

- **Indicate that a portion of an expense line is non-reimbursable** (e.g. An employee imports a My Corporate Card expense for a meal from their wallet. The meal exceeds the maximum allowable by \$10. The Receipt Split function is used to mark the \$10 overage as non-reimbursable.)
- **Divide a single expense line into multiple expense lines** (e.g. A traveler has a lodging receipt that includes an internet fee and parking. The Traveler enters the total amount on one expense line and selects *Lodging – Individual* as the Expense Type. The Approver uses the Receipt Split function to divide the lodging expense line into three expense lines: *Lodging – Individual*, *Internet Fee* and *Parking*.)

The instructions below describe each process. Please note that the steps begin at the *Details* page of the expense line you intend to split.

Note: Mileage expenses cannot be split.

How to Indicate that a Portion of an Expense Line is Non-Reimbursable

- 1) Click on the **Receipt Split** link located near the bottom of the page.
- 2) Perform the following actions on the *Receipt Detail* page that appears:

The screenshot displays the 'Expense Information' and 'Current Expenses on Receipt' sections. The 'Expense Information' section includes fields for Expense Date (10/03/2012), Payment Type (Corporate Card), Billing Type (Out-of-State), Location (PHOENIX, AZ), and Description (BLD). A red box labeled 'c' highlights the 'Description' field. Below these fields are checkboxes for 'Non-Reimbursable' and 'No Receipt', with a red box labeled 'b' around the 'Non-Reimbursable' checkbox. The 'Amount Spent' field shows 0.00. The 'Currency' is set to USD and the 'Exchange Rate' is 1.00000000. The 'Reimbursement Amt' is 0.00 USD. A red box labeled 'a' highlights the 'Split' button in the 'Expense Type' dropdown menu. Below the 'Expense Type' dropdown is a 'Done' button, highlighted with a red box labeled 'd'. The 'Current Expenses on Receipt' table shows two entries for 10/03/2012, both for 'Meals-Individual' with amounts of 50.00 USD and 0.00 USD. The 'Current Total' and 'Receipt Total' are both 50.00 USD, and the 'Balance' is 0.00 USD.

- a. 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. 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*.

How to Divide a Single Expense Line into Multiple Expense Lines

- 1) Click on the **Receipt Split** link located near the bottom of the page.
- 2) Perform the following actions on the *Receipt Detail* page that appears:
 - a. Click the *Expense Type* drop-down menu and select the expense type of the new expense line that needs to be created. 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 amount of the new expense. Click the **Update** button. The totals on the right will adjust.
 - c. Update the *Description* field as appropriate.
 - d. Click the **Done** button.
- 3) Click the **Return to Expense Report** link and note the new expense lines in the *Expense Line Items*.

Tip: You may split an expense line as many times as necessary. Complete steps a-c for each additional required expense line.