

The Non-Reimbursable Expense Tile Non-Travel Expense Reports and Employee Travel Expense Reports.

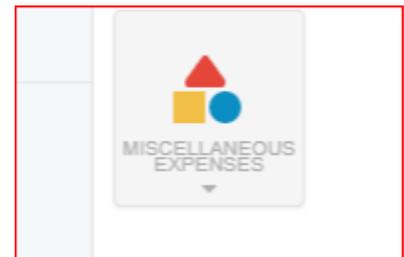
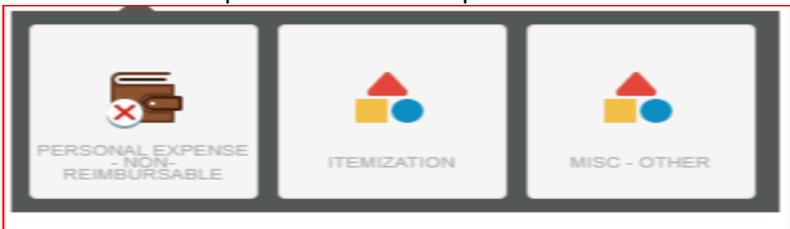
The Personal Expense tile allows the departments to identify **Purchasing Card Expenses** that based on the UI Purchasing Program are unallowable purchases on the program. The unallowable expense could be either the item purchased was unallowable or the cardholder did not follow the proper procedures while using the purchasing card.

The Personal Expense tile is located on both the Employee Travel Report and the Non-Travel Report. The presents of this form does not provide approval to the Cardholders for miss use of the Purchasing Card or State funds. The form availability does not provide approval to disregard the established better practices when using the UI Purchasing Card Program.

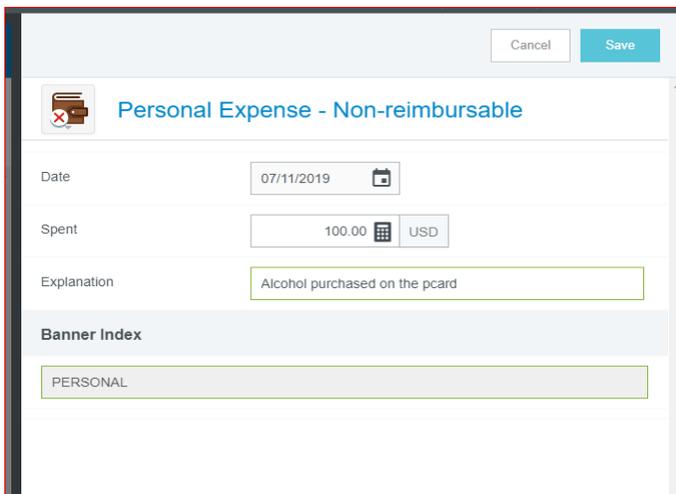
The Personal Expense Tile removes the purchasing card expense from the credit card folder and places the items on the cardholder's personal Accounts Receivable account in order to make payments to the University of Idaho. The payment can be submitted thru the Vandal Web applications or electing to establish Payroll Deduction.

To select the Personal Tile in either the Employee Travel Expense Report or the Non-Travel Report:

- Select the Add Expense screen
- Tap the Miscellaneous Expense tile
- Tap on the Personal Expense – Non-Reimbursable Tile.



After Selecting the Non-Reimbursable Tile, complete the form with the total amount of the unallowable expense and explanation concerning the unallowable purchase.

A screenshot of a mobile application form titled 'Personal Expense - Non-reimbursable'. The form has a 'Cancel' button and a 'Save' button at the top right. Below the title, there is a date field with the value '07/11/2019' and a calendar icon. A 'Spent' field contains the value '100.00' and a 'USD' currency selector. An 'Explanation' field contains the text 'Alcohol purchased on the pcard'. Below these fields is a 'Banner Index' section with a dropdown menu currently showing 'PERSONAL'.

Itemization of Personal Expenses on the Non-Travel Report Form

On the Employee Travel Expense Report, the entire amount of the expense must be moved to the Personal Accounts Receivable account.

The Itemization Tile located on the Non-Travel Form– allows you to split a transaction between multiple expense codes and the personal Reimbursable amounts when the expense is submitted on a Non-Travel Expense Form.

- Be sure to prepare the tile that represents the index first.
- Second, select the Personal Expense tile and complete the transaction.
- Notice for the personal tile, the departmental index is not included. The expense will be posted to 130065 1247 and Accounts Receivable.

Miscellaneous – Other Tile

When it is necessary to expense Misc. Expenses on either the Travel or Non-Travel Report, the Misc. - other tile was created to accommodate those situations.

The screenshot shows a form titled "Misc - Other" with the following fields and options:

- Date:** 06/10/2020
- Spent:** 50.00 USD
- Description:** Misc. Expense for office
- Merchant:** Vendor Name
- Miscellaneous Accounts (Optional):** A dropdown menu is open, showing three options: "Miscellaneous Expense", "Miscellaneous Non Taxable Supplies", and "Personal Expense - Non-reimbursable".
- Banner Index:** A search box labeled "Search for Banner Index" is present.
- + Add Banner Index:** A button to add a new banner index.

Be sure to select one of the Miscellaneous Accounts Titles from the dropdown list. Although it does say "optional", you will receive a CC1 error if this step is missed.