## Non-Reimbursable Expense Tile

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 misuse 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.

1. Log into Chrome River using the icon on the Launch Enterprise Applications webpage:
   https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707
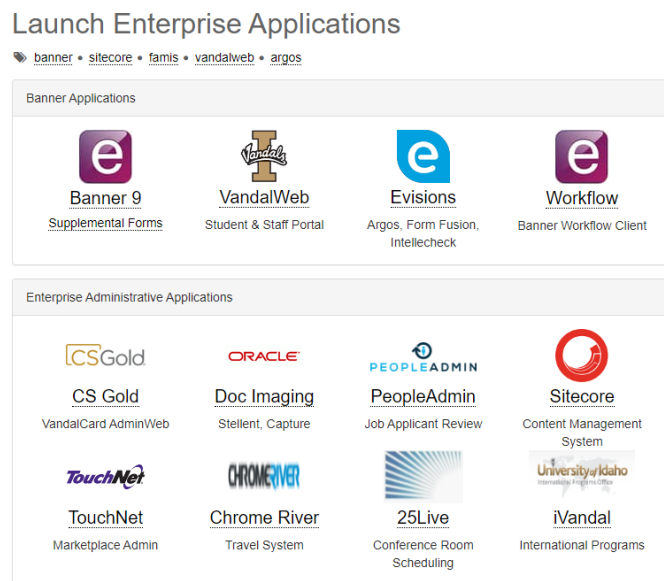
2. Create a Non-Travel or Travel Expense report.

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

- Select the Add Expense screen
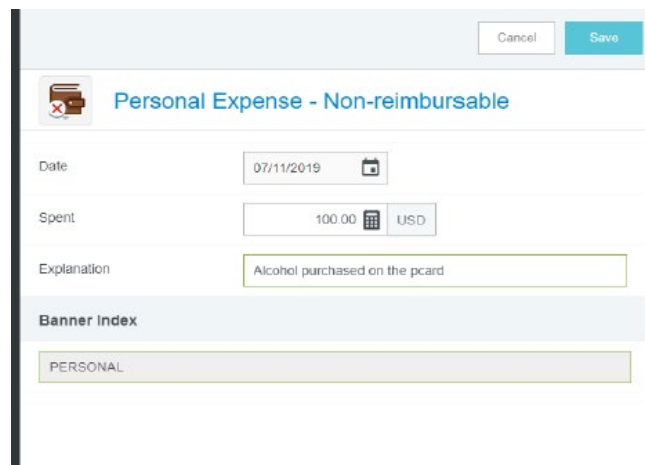- Select the Miscellaneous Expense tile
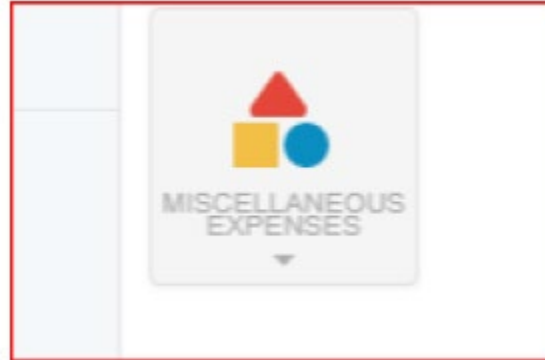
Note: Select one of the Miscellaneous Accounts Titles from the dropdown list. Although Chrome River says the tile is "optional", you will receive a CC1 error if this step is missed.

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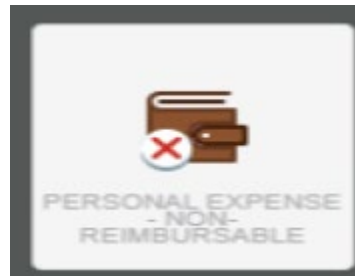
After Selecting the Non-Reimbursable Tile, complete the form with the total amount of the unallowable expense and explanation concerning the unallowable purchase.

ACCOUNTS PAYABLE | CRTRAVEL@UIDAHO.EDU

Itemization of Personal Expenses on the Non-Travel Report Form

Travel Report - On the Employee Travel Expense Report, the entire amount of the expense must be moved to the Personal Accounts Receivable account. Reimbursement for a portion of the expense may be completed on a separate report.

Non-Travel - 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.

•First, select the tile that represents the expense first. The tile that would normally be used.

•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.