



Examples of Expense Entries

Day Travel

Mileage under 100 miles (e.g. Hill Farms to Edgerton)

The screenshot shows an expense entry for a round trip to Edgerton. The date is 04/08/2016, the expense type is Mileage Car, and the description is "Round Trip to Edgerton 139 Office". The amount is 32.64 USD. The origin is Madison, WI, and the destination is Edgerton, WI, with 64 miles and a rate of 0.5100. The payment type is Payroll, and it is marked as a default rate.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/08/2016	Mileage Car	Round Trip to Edgerton 139 Office 221 characters remaining	Payroll	32.64	USD

*Billing Type: Billable
*Originating Location: Madison, WI
*Destination Location: Edgerton, WI
*Miles: 64 x 0.5100
*Exchange Rate: 1.00000000
Reimbursement Amt: 32.64 USD
*Default Rate:
*Non-Reimbursable:
*No Receipt:

Mileage over 100 miles (e.g. Waukesha to Hill Farms)

Select Mileage Car (TD) for travel over 100 miles. TD is the turn down rate for mileage reimbursement.

The screenshot shows an expense entry for a round trip to Hill Farms. The date is 04/08/2016, the expense type is Mileage Car (TD), and the description is "Round Trip to Hill Farms". The amount is 52.80 USD. The origin is Waukesha, WI, and the destination is Madison, WI, with 150 miles and a rate of 0.3520. The payment type is Payroll, and it is marked as a default rate.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/08/2016	Mileage Car (TD)	Round Trip to Hill Farms 230 characters remaining	Payroll	52.80	USD

*Billing Type: Billable
*Originating Location: Waukesha, WI
*Destination Location: Madison, WI
*Miles: 150 x 0.3520
*Exchange Rate: 1.00000000
Reimbursement Amt: 52.80 USD
*Default Rate:
*Non-Reimbursable:
*No Receipt:

Parking

The screenshot shows an expense entry for parking. The date is 04/08/2016, the expense type is Parking, and the description is "Travel to DOA". The amount is 4.50 USD. The payment type is Payroll, and it is marked as a default rate.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/08/2016	Parking	Travel to DOA 241 characters remaining	Payroll	4.50	USD

*Billing Type: Billable
*Exchange Rate: 1.00000000
Reimbursement Amt: 4.50 USD
*Default Rate:
*Non-Reimbursable:
*No Receipt:

Meal Reimbursement

Employees must enter time travel information in the **Description** section to receive meal reimbursement.

See snapshot below for example of **Description** section.

The screenshot shows an expense entry for meal reimbursement. The date is 04/08/2016, the expense type is Meals In-State NoOvernight, and the description is "Lunch Reimbursement. Departed from Hill". The amount is 10.00 USD. The location is Milwaukee, WI, and the payment type is Payroll, marked as a default rate.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/08/2016	Meals In-State NoOvernight	Lunch Reimbursement. Departed from Hill 141 characters remaining	Payroll	10.00	USD

*Billing Type: Billable
*Location: Milwaukee, WI
*Exchange Rate: 1.00000000
Reimbursement Amt: 10.00 USD
*Default Rate:
*Non-Reimbursable:
*No Receipt:



Example of **Description** field:

Expense Report Entry

Help

Lunch Reimbursement. Departed from Hill Farms at 8:30am, lunch break from 12-12:30, returned from Milwaukee at 5:30pm

Bag Meal Reimbursement

Employees must enter comment about their lunch break time in the **Description** section to receive the bag meal reimbursement. See snapshot below for example of **Description** section.

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (1 Line) 4.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/08/2016	Meals Bagged NoOvernight	Lunch Reimbursement. Departed at 6am 160 characters remaining	Payroll	4.00	USD

*Billing Type Billable

*Location Tomah, WI

Receipt Split

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate 1.00000000

Reimbursement Amt 4.00 USD

Accounting Details

Example of **Description** field:

Expense Report Entry

Help

Lunch Reimbursement. Departed at 6am and returned from Tomah at 3:30pm. No lunch break taken.

Overnight Travel

Hotel Expenses with Personal Payment

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (1 Line) 82.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
04/08/2016	Lodging In-WI	Overnight Stay in Lacrosse 228 characters remaining	Payroll	82.00	USD

*Billing Type Billable

*Location La Crosse, WI

*Number of Nights 1

Receipt Split

Itemize Hotel Bill

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate 1.00000000

Reimbursement Amt 82.00 USD

Accounting Details