

Travel Expense Report – Reduction - Insufficient Budget

Use the non-reimbursable expense type to document expenses incurred but not covered by WU due to insufficient budget.

Example:

Approved for \$1000.00

Expenses total \$2115

- Travel Allowance - \$275
- Mileage - \$95
- Airfare - \$700
- Conference hotel - \$850.00
- Conference Registration fee - \$195

Expense Types

- Travel Allowance \$275
- Mileage \$95
- Airfare \$700
- Transportation reduction -\$70 (enter as a negative number)
 - Payment type – Out of pocket
- Non reimbursable \$1045.00 (enter as a positive number)
 - Include a comment stating what expenses total this amount
 - Conference Hotel \$850.00
 - Conference Reg Fee \$195.00
 - Select the reason from the drop-down list
 - Non-reimbursable, insufficient budget

Travel Expense Reduction due to insufficient budget

Personal credit card or cash

Use the non reimbursable expense type to document expenses incurred, but not covered by WU.

Example: Approved for \$1300, trip expenses total \$2000.

Enter a reduction expense type to lower the one expense that put the total over the approved amount. Enter as a negative number.

Enter non reimbursable expense type for the remaining amount that exceeded approved amount. Add a comment explaining what the amount includes. Enter as a positive number.

Washburn University Pcard

Repay the amount that exceeded the approved amount at the Cashier Window. The FOAPAL on the deposit slip must be the same FOAPAL that will be used on the Concur report.

If the charge occurred prior to traveling, or the traveler is not the holder of the Pcard, the deposit slip showing repayment must be included with the transaction receipt and submitted on a Pcard report by the end of the billing cycle. (use actual expense type)
AND, the information must also be included on the Travel expense report after travel is complete. (use non reimbursable expense type and University Paid as the payment type.)

If the charge occurred while traveling, the deposit slip showing the repayment must be included with the transaction receipt and submitted on a travel expense report after travel is complete.
(use non reimbursable expense type)