

AggieExpense Training

Procurement Card, Corporate Travel Card, and Mileage Reimbursements Expense Reporting

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September 29, 2022



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Cooperative Extension

This Presentation will cover:

- Procurement Card Expense Reporting
- Corporate Travel and Entertainment Expense Reporting
 - Travel Expense Reporting
 - Entertainment Reports
 - Professional Expense Reports
- Expense Mileage Reimbursement
 - Mileage Log
- FAQs and Other Resources



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Procurement Card (P-Card)

This section will cover how to create and submit expense reports for P-Card generated expenses.

Reporting Procurement Card Expenses in AggieExpense Report Header

Hover over “+ New” and select “Start a Report” and fill out report header

1. **Policy:** *PCard
2. **Report Name:** P-Card report names should follow this guidance:
 1. P-Card, first 4 letters of last name, month, year, report #
 2. “P-Card WHIT SEPT. 2022 #2”
3. **Preparers Email:** Email of person preparing the report.
4. **Create Report**

Policy*

Report Name*

Preparer Email*

User ID

Report Total

Comment

[Cancel](#) [Create Report](#)

Reporting Procurement Card Expenses in AggieExpense Expense Entry

- Add Expense:** Select P-Card expenses from available expenses list and select Add to Report. You should never create a new expense for P-Card reports.
- Select expense to enter required information.**
- Expense Type:** Expense types vary and are dependent on the items purchased. For more info visit [Expense Type – Object Codes](#).
- Business Purpose:** Business purpose should be general, but not too vague.
 - Ex. Office supplies purchased for new staff in Fresno county.
- Delivery Postal Code:** Enter zip code for where items were delivered or received.
- Agreement #/PO #:** This box is used to reference approved purchase agreements/orders numbers. Required if purchased with approved Contracting Out Service agreement on file.
- Tax Amount:** This box will be pre-populated with the tax amount. If it is not, follow step 8.
- Merchant Charged Sales Tax Amount:** Enter the amount of taxes charged by vendor. If no taxes were charged, follow steps 9/9a.
- Tax Exempt Purchase?:** If vendor did not charge taxes, select this box.
 - You are required to leave a comment on why vendor did not charge sale taxes.
 - Ex. Groceries are tax exempt in California.
- Transaction date/Vendor Name/Amount:** These boxes should pre-populate, if they do not enter information accordingly.
- City of Purchase:** City items were purchased, if online purchase enter city you are in.

Details
Itemizations
Hide Receipt

Allocate * Required field

Expense Type *
Office Supplies (PC 8070)

Business Purpose *
Office supplies purchased for new ad ...

Delivery Postal Code *
93710

Agreement #/PO # ?

Tax Amount

Merchant Charged Sales Tax Amount ?
35.29

Tax Exempt Purchase?

Transaction Date
09/22/2022

Enter Vendor Name
AMZN MKTP US*1M8H827J2

City of Purchase

Payment Type
PCard

Amount
457.72

Currency
US, Dollar

Comment

Save Expense Cancel

amazon.com

Final Details for Order #114-4076768-3336407

Order Placed: September 20, 2022
PO Number: PBA/CAC/PC-News-News
Amazon.com order number: 114-4076768-3336407
Order Total: \$467.72

Shipped on September 21, 2022

| Items Ordered | Price | | | | | | | | |
|--|--|--------------------------|-----------------------------|------------------------|----------------------------|--|--------------------|--|--|
| 1 of: Webcam Cover: 11 Pack Laptop Camera Cover 20in. Phone Camera Cover: Ultra Thin Webcam Cover 20in Compatible with MacBook Laptop: Mac, Chrome, PC. SKU: B08C9C36 (seller profile) Condition: New | \$7.29 | | | | | | | | |
| 2 of: Logitech C920 HD Pro Webcam, Full HD 1080p/60fps Video Calling, Clear Stereo Audio, HD Light Correction, Works with Skype, Zoom, FaceTime, Hangouts. SKU: B003929J (seller profile) Condition: New | \$89.99 | | | | | | | | |
| 2 of: Papermate By Poly Vantage Legend Wireless Headset - Single Ear Bluetooth Wireless Calling M4 - Matte Carbon - Matte SKU: B0833333 (seller profile) Condition: New | \$42.00 | | | | | | | | |
| Shipping Address: | | | | | | | | | |
| Capitola 93008 550 E SHAW AVENUE STE 210-B FRESNO, CA 93710-7702 United States | <table style="width: 100%; font-size: x-small;"> <tr> <td>Items Subtotal: \$211.27</td> <td>Shipping & Handling: \$2.10</td> </tr> <tr> <td>Free Shipping: -\$2.10</td> <td>Total before tax: \$211.27</td> </tr> <tr> <td></td> <td>Sales Tax: \$17.65</td> </tr> <tr> <td></td> <td>Total for This Shipment: \$228.82</td> </tr> </table> | Items Subtotal: \$211.27 | Shipping & Handling: \$2.10 | Free Shipping: -\$2.10 | Total before tax: \$211.27 | | Sales Tax: \$17.65 | | Total for This Shipment: \$228.82 |
| Items Subtotal: \$211.27 | Shipping & Handling: \$2.10 | | | | | | | | |
| Free Shipping: -\$2.10 | Total before tax: \$211.27 | | | | | | | | |
| | Sales Tax: \$17.65 | | | | | | | | |
| | Total for This Shipment: \$228.82 | | | | | | | | |

Shipped on September 21, 2022


| Items Ordered | Price |
|--|-------------------------|
| 2 of: Leaning Desk Pad: Promotes/Alleviates Neck/Office Desk Pain/Non-Slip PU Leather/Desk Balm/Leaning Desk Pad/Viewproof Clear Writing Pad for Office and Home SKU: B0833333 (seller profile) Condition: New | \$15.10 |
| 2 of: J55U USB-C to USB Adapter with Ultra Small Design, Backward Compatible with Bluetooth 2.1 HD Audio SKU: B0833333 (seller profile) Condition: New | \$17.94 |
| Shipping Address: | |
| Capitola 93008 | Items Subtotal: \$31.10 |

p-card \$457.72.pdf

Detach Append

Reporting Procurement Card Expenses in AggieExpense Expense Entry




12. **Allocate:** Allocate → Add → Enter Chart/Account → Save as Favorite if used often.
13. **Save Expense**
14. **Repeat steps for all expenses**
15. **Approval Flow:** Before submitting, ALL P-Card reports are required to be routed to the County Director before submission.
 - a. Report details → Report Timeline → “Approval Flow” – Edit → + Add Step BEFORE Fiscal Officer Review → Randhawa, Karmjot → Save
 - b. Supervisors can have expense reports from their staff routed to them before the county director if necessary.
16. **Submit**

P-Card WHIT SEPT. 2022 #2 \$471.71  Copy Report Submit Report

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾


Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Detail ▾

| <input type="checkbox"/> | Comments ↑↓ | Receipt ↑↓ | Payment Type ↑↓ | Expense Type ↑↓ | Transaction Date ↑↓ | Enter Vendor Name ↑↓ | Additional Information ↑↓ | City of Purchase ↑↓ | Amount |
|--------------------------|---|---|-----------------|----------------------------|---------------------|------------------------|--|---------------------|----------|
| <input type="checkbox"/> | |  | PCard | Office Supplies (PC 8070) | 09/22/2022 | AMZN MKTP US*1M8H827J2 | Office supplies purchased for new admin staff in Fresno county | | \$457.72 |
| <input type="checkbox"/> |  |  | PCard | Mailing Services (PC 4400) | 09/16/2022 | STAMPS.COM | Monthly Postage Fee (MCP) | Fresno, California | \$13.99 |

Report Timeline

P-Card WHIT SEPT. 2022 #2 | \$471.71


Approval Flow [Edit](#)

 **Fiscal Officer Review**

Edit Approval Flow ✕

+ Add Step

User-Added Approver

 Randhawa, Karmjot G. (kgrandhawa@uc ... [Delete](#)

+ Add Step

Fiscal Officer Review

+ Add Step

Cancel Save

Corporate Travel Card

This section will cover how to create and submit expense reports for professional, entertainment, and travel generated expenses.

Reporting Travel Expenses in AggieExpense Report Header

Hover over “+ New” and select “Start a Report” and fill out report header

1. **Policy:** *T&E/Prof Expenses
2. **Report Type:** Travel less than 30 days
3. **Report Name:** Limited characters allowed, chose something relevant to event
4. **Event/Trip Purpose:** Choose most closely related option in drop down.
5. **Business Purpose:** Purpose of the event
6. **Event/Trip Start/End Date:** These dates should match the lodging receipt.
7. **Reimbursement Method:** Always direct deposit.
8. **Preparers Email:** Email of person preparing the report.
9. **Approving Department/Subdepartment:** Your County
10. **Approval Type:** (Travel)
11. **Create Report**

| | | |
|---|--|---|
| User ID 10225768 | Policy * *T&E/Prof Expenses | Report Type * 1. Travel - Less than 30 Days |
| Destination * 1. In State | Report Name * Test - Travel | Event/Trip Purpose * Conference Attendee |
| Business Purpose * Attended California Dairy conference for 2022 to establish UCCE future goals. | Event/Trip Start Date * ? 09/05/2022 | Event/Trip End Date * ? 09/07/2022 |
| | Exception requested: spouse/partner or other traveler(s) expense ? No | Preparer Email * ccwhittle@ucanr.edu |
| | | Reimbursement Method * 1. Direct Deposit/Paper Check |
| Related Report Key ? | Related Report Key ? | Related Report Key ? |
| Report Total | Approving Division * 99 | Approving Department * (966095) FRESNO/MADERA MCP |
| Approving Subdepartment * ((DEF)) FRESNO/MADERA MCP | Approval Type * (Travel) FRESNO/MADERA MCP | |

Reporting Travel Expenses in AggieExpense Expense Entry

1. Add Expense

2. Choose Expense(s) from “Available Expense” list and select expense type. If not listed expense has not generated in Aggie Expense system or was paid for out of pocket. If paid out of pocket, select “Create a new expense” and select the expense type. Typical expense types for travel:

- a. **Lodging** – dates must match what is entered in the report header, itemize room and tax rates separately. If room is shared, make a note in the comment section. Transaction date is the day you check out.
- b. **Meals and Incidentals** – Enter whether it was breakfast, lunch, or dinner. In most cases, if a meal is provided at the event, you will not be reimbursed for purchasing a meal. Can only be used for overnight stays.
- c. **Mileage** – Use address from starting point to destination.
- d. **Fuel** – Complete all boxes, receipt not required if under \$50.
- e. **Car Rental** – Complete all entries, if vehicle is upgraded provide justification in the comments.
- f. **Conference Registration** – Complete boxes and attach agenda and receipt.
- g. **Airfare** – Itinerary is required and complete all boxes.

3. **Vendor/City/Amount:** Enter if not pre-populated.

4. **Allocate:** Allocate → Add → Enter Chart Account

5. **Receipts:** Event agenda and purchase receipts are all required. Try to combine these documents in one PDF before uploading.

- a. Repeat process for each transaction.

6. **Submit Report:** You are not required to add someone in approval flow for these types of reports, unless otherwise requested by your supervisor.

| Details | | Itemizations | | Remaining | |
|--------------------------|------------|--------------|-----------|-----------|--------|
| Amount | \$250.00 | Itemized | \$250.00 | Remaining | \$0.00 |
| Create Itemization | | More Actions | | | |
| <input type="checkbox"/> | Date | Expense Type | Requested | | |
| <input type="checkbox"/> | 09/05/2022 | Lodging Tax | \$25.00 | | |
| <input type="checkbox"/> | 09/05/2022 | Lodging | \$100.00 | | |
| <input type="checkbox"/> | 09/06/2022 | Lodging Tax | \$25.00 | | |
| <input type="checkbox"/> | 09/06/2022 | Lodging | \$100.00 | | |

Allocate 1 of 1

Expense Type *

Check-in Date * Check-out Date * Nights:

Transaction Date * Business Purpose

Vendor * City of Purchase *

Payment Type

Amount * Currency *

Comment

Sub Total - \$200
Taxes - \$50
Total - \$250.00

Example Receipt

Example Receipt1.pdf

Detach Append

Reporting Entertainment Expenses in AggieExpense Report Header

Hover over “+ New” and select “Start a Report” and fill out report header

1. **Policy:** *T&E/Prof Expenses
2. **Report Type:** Entertainment Business
3. **Report Name:** “Fresno Co. Staff Meeting” (limited characters allowed)
4. **Event/Trip Purpose:** Meeting – or other related purpose
5. **Business Purpose:** Purpose of the event
6. **Event/Trip Start/End Date:** Day event began and ended.
7. **Invited/Attended:** Number of people invited and attended
8. **Preparers Email:** Email of person preparing the report.
9. **Approving Department/Subdepartment:** Your County
10. **Approval Type:** (Entertainment)
11. **Create Report**

| | | |
|--|---|--|
| User ID 10225768 | Policy * *T&E/Prof Expenses | Report Type * 5. Entertainment - Business |
| Report Name * Fresno Co. Staff Meeting 2022 | Event/Trip Purpose * Meeting | Event Host Name * Cashmir Whittle |
| Business Purpose * Bi-annual UC ANR staff meeting for various programs throughout Fresno County | Event/Trip Start Date * 09/05/2022 | Event/Trip End Date * 09/05/2022 |
| Exception requested: spouse/partner or other traveler(s) expense ? No | Invited 40 | Attended 35 |
| Preparer Email * ccwhittle@ucanr.edu | Reimbursement Method * 1. Direct Deposit/Paper Check | |
| Related Report Key ? | Related Report Key ? | Related Report Key ? |
| Report Total | Approving Division * 99 | Approving Department * (966095) FRESNO/MADERA MCP |
| Approving Subdepartment * ((DEF)) FRESNO/MADERA MCP | Approval Type * (Entertainment) FRESNO/MADERA MCP | |

Reporting Entertainment Expenses in AggieExpense Expense Entry – Entertainment

1. Add Expense

2. Choose Expense(s) from “Available Expense” list. If not listed expense has not generated in Aggie Expense system or was paid for out of pocket. If paid out of pocket, select “Create a new expense” and select the expense type “Entertainment Meal, 10 or Less Guests”.

3. Attendees:

- Attendees → Add → Attendees → Attendee Type → Other → Create New Attendee → Enter first and last name, and affiliation → Create Attendee.
- Select Attendees and save.

4. **Does Policy 5402 Apply?:** No, unless the event is catered for details on UC catering agreements visit [No-Cost Agreements](#) page.

5. **Transaction Date:** Date on receipt

6. **Meal Type:** If possible, use light refreshments. Entertainment reports for lunch and dinner may get flagged.

7. **Vendor/City/Amount:** Enter if not pre-populated.

8. **Allocate:** Allocate → Add → Enter Chart Account

9. **Receipts:** Event agenda, attendee list, and purchase receipt are all required to upload. Try to combine these documents in one PDF before uploading.

10. Repeat process for each transaction.

11. **Submit Report:** You are not required to add someone in approval flow for these types of reports

Add Attendees

Recent Attendees Attendees Attendee Groups No Shows Import Attendees

Attendee Type Attendee Name

Other Search by first or last name

More Search Options Can't find an attendee? Create New Attendee

Close

Create New Attendee

Go back

Attendee Type * Last Name * * Required field

Other

First Name * Affiliation *

Cancel Create Attendee

Reporting Entertainment Expenses in AggieExpense

Expense Entry – Entertainment Meal Over 10 Guests

- Add Expense**
- Choose Expense(s) from “Available Expense” list. If not listed expense has not generated in Aggie Expense system or was paid for out of pocket. If paid out of pocket, select “Create a new expense” and select the expense type “Entertainment Meal, Over 10 Guests”.
- Attendees:**
 - Attendees → Add → Attendees → **Attendee Type:** Group Event 10+ Attendees → Create New Attendee → Event Name → Create Attendee
 - Select attendee list and enter attendee count, if you attended be sure to select yourself. The total should match the amount of the purchase. Save.
- Does Policy 5402 Apply?:** No, unless the event is catered for details on UC catering agreements visit [No-Cost Agreements](#) page.
- Transaction Date:** Date on receipt
- Meal Type:** If possible, use light refreshments. Entertainment reports for lunch and dinner may get flagged.
- Vendor/City/Amount:** Enter if not pre-populated.
- Allocate:** Allocate → Add → Enter Chart Account
- Receipts:** Event agenda, attendee list, and purchase receipt are all required to upload. Try to combine these documents in one PDF before uploading.
- Repeat process for each transaction.
- Submit Report:** You are not required to add someone in approval flow for these types of reports.

Add Attendees

Recent Attendees
Attendees
Attendee Groups
+
No Shows
Import Attendees

Attendee Type: Group Event 10+ Attendees | Attendee Name:

[More Search Options](#) Can't find an attendee? [Create New Attendee](#)

[Close](#)

Create New Attendee

[Go back](#)

Attendee Type* * Required field

Group Event 10+ Attendees

Event Name*

[Cancel](#) [Create Attendee](#)

Attendees

Entertainment Meal, Over 10 Guests | \$253.67

Amount
\$253.67

Attendees: 35
\$253.67

Remaining
\$0.00

Add
Remove
Create Group
Copy from Request

| | Alerts | Attendee Name | Attendee Title | Institution/Company | Attendee Type | Attendee Count | Amount |
|--------------------------|------------------------------------|----------------------------------|----------------|---------------------|---------------------------|----------------|--------|
| <input type="checkbox"/> | | Fresno County Staff Meeting 2022 | | | Group Event 10+ Attendees | 34 | 246.42 |
| <input type="checkbox"/> | ! | WHITTLE, CASHMIR C | | *UCD Employee | | 1 | 7.25 |

Reporting Professional Expenses in AggieExpense Report Header

Hover over “+ New” and select “Start a Report” and fill out report header

1. **Policy:** *T&E/Prof Expenses
2. **Report Type:** Professional Expenses
3. **Report Name:** Limited characters allowed, chose something relevant to purchase
4. **Business Purpose:** Purpose of the purchase
5. **Event/Trip Start/End Date:** Date of purchase
6. **Reimbursement Method:** Always direct deposit.
7. **Preparers Email:** Email of person preparing the report.
8. **Approving Department/Subdepartment:** Your County
9. **Approval Type:** (Travel)
10. **Create Report**

| | | |
|--|---|---|
| User ID 10225768 | Policy * *T&E/Prof Expenses | Report Type * 9. Professional Expenses |
| Report Name * Professional Expenses - Test | Business Purpose * Online training registration | Event/Trip Start Date * ? 09/07/2022 |
| Preparer Email * ccwhittle@ucanr.edu | Reimbursement Method * 1. Direct Deposit/Paper Check | Event/Trip End Date * ? 09/07/2022 |
| Related Report Key ? | Related Report Key ? | Related Report Key ? |
| Report Id B9F812238CBE4187A80B | Report Currency US, Dollar | Approval Status Not Submitted |
| Report Total 0.00 | Personal Expenses 0.00 | Amount Not Approved 0.00 |
| Amount University Paid 0.00 | Amount Due University 0.00 | Amount Due User 0.00 |
| Amount Due University Card 0.00 | Total Amount Claimed 0.00 | Approving Division * 99 |
| Approving Department * (966095) FRESNO/MADERA MCP | Approving Subdepartment * ((DEF)) FRESNO/MADERA MCP | Approval Type * (Travel) FRESNO/MADERA MCP |

Reporting Professional Expenses in AggieExpense Expense Entry

*It is preferred that the Corporate Travel card is used for professional expenses, but the P-Card is allowed as well.

1. **Add Expense**
2. Choose Expense(s) from “Available Expense” list. If not listed expense has not generated in Aggie Expense system or was paid for out of pocket. If paid out of pocket, select “Create a new expense” and select an expense type from the list of “Professional Expenses”.
3. **Does Policy 5402 Apply?** No, unless the event is catered for details on UC catering agreements visit [No-Cost Agreements](#) page.
4. **Transaction Date:** Date on receipt
5. **Vendor/City/Amount:** Enter if not pre-populated.
6. **Allocate:** Allocate → Add → Enter Chart Account
7. **Receipts:** Event agenda if applicable, and receipts.
8. **Submit Report:** You are not required to add someone in approval flow for these types of reports.

The screenshot shows the 'Allocate' form in the AggieExpense system. The form is titled 'Allocate' and has a search icon and '1 of 1' in the top right. A red asterisk indicates required fields. The form fields are: Expense Type (Training Registration (7260)), Transaction Date (09/07/2022), Business Purpose (empty), Enter Vendor Name (UC Davis), City of Purchase (Fresno, California), Payment Type (Out of Pocket), Amount (150.00), and Currency (US, Dollar). There is a Comment field at the bottom. At the bottom of the form are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'. To the right of the form is a preview of an 'Example Receipt' for \$150.00. The receipt is titled 'Example Receipt' and has a file name 'Example Receipt3.pdf' at the bottom.

Monthly Mileage Reimbursement

This section will cover how to claim monthly fuel reimbursements for expenses accrued for personal mileage.

Mileage Log

Input a complete origin and destination address as shown in the example below. If the destination does not have a specific address, please indicate the nearest intersection and explain in AggieTravel comments section.

| Traveler Name: Cashmir Whittle | | Month: August | | |
|--------------------------------|--|--|---|----------|
| Date | Origin | Destination | Business Purpose | Distance |
| 01/01/2022 | UC Davis One Shields Ave Davis, CA 95616 | Consulate General of Ireland 100 Pine Street, Suite 3350 San Francisco, CA 94111 | Round trip for academic meeting to propose new curriculum on international relations. | 140 |
| 08/01/22 | Fresno UCCE Center 550 E Shaw Ave Fresno, Ca 93710 | Kearney Research and Extension Center 9240 S Riverbend Ave Parlier, CA 93648 | Round trip to attend training | 52 |
| 08/15/22 | Fresno UCCE Center 550 E Shaw Ave Fresno, Ca 93710 | Best Buy - Riverpark 7550 N Blackstone Fresno, CA 93720 | Round trip to pick up computer equipment | 6 |
| 08/24/22 | Fresno UCCE Center 550 E Shaw Ave Fresno, Ca 93710 | Kearney Research and Extension Center 9240 S Riverbend Ave Parlier, CA 93648 | One-way trip to attend meeting | 26 |
| 08/30/22 | Home 123 E Bullard Ave Fresno, Ca 93710 | UC ANR 2801 2nd St Davis, CA 95618 | Round trip to attend ANR conference | 360 |
| | | | | |
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| | | | |
|--|-------------------------------------|------------------------------|---|
| Directions: Complete fields, select mileage rate, then print to PDF to ensure proper formatting when uploaded to AggieTravel. Enter amount calculated in AggieTravel. Attach PDF to AggieTravel. | Select the mileage rate: | | Total Miles 444 |
| | <input checked="" type="checkbox"/> | Standard \$0.585/mile | Enter this amount in AggieTravel: \$ 259.74 |
| | <input type="checkbox"/> | Relocation \$0.18/mile | |
| | <input type="checkbox"/> | Volunteer \$0.14/mile | |
| <input type="checkbox"/> | Medical \$0.16/mile | | |

- Mileage logs are used to claim travel reimbursements and are completed on a monthly basis; but should only be used for reporting 2 or more travel events. If you only have a single reimbursement to report, create an AggieExpense report without a mileage log using, *Mileage - Google Maps* for the expense type.
- The mileage rate box must be checked to calculate your mileage total for AggieTravel. This rate is based on the IRS standard rate per mile and may change annually.
- The business purpose should indicate whether your trip was “round trip” or “one-way”.

Reporting Mileage Reimbursement in AggieExpense

Report Header

1. **Hover over “+ New”** and select “Start a Report” and fill out report header
2. **Policy:** *T&E/Prof Expenses
3. **Report Type:** Travel - Less than 30 Days
4. **Destination:** In-State
5. **Report Name:** “August 2022 Mileage” (Month Year Mileage) Report name should include month of travel and the word mileage
6. **Event/Trip Purpose:** Other
7. **Business Purpose:** Monthly reimbursement request for intermittent business-related travel (personal mileage) incurred in Fresno, CA. See attached travel log for itemized details of each travel event.
8. **Event/Trip Start Date:** Enter first day of your trip from mileage log
9. **Event/Trip End Date:** Enter last day of your trip from mileage log

11. **Preparer Email:** Your email or email of person preparing report
12. **Reimbursement Method:** Direct Deposit/Paper Check
 - Initial payment is typically a paper check
 - Other selections are allowable
13. **Approvals Section:** 99, 966095, Fresno/Madera, Travel-Fresno/Madera
14. **NEXT**

Create New Report

[Create From an Approved Request](#)

* Required field

| | | |
|--|--|---|
| User ID 10225768 | Policy * *T&E/Prof Expenses | Report Type * 1. Travel - Less than 30 Days |
| Event/Trip Purpose * Other | Destination * 1. In State | Report Name * August 2022 Mileage |
| Exception requested: spouse/partner or other traveler(s) expense ? No | Business Purpose * Monthly reimbursement request for intermittent business-related travel (personal mileage) incurred in Fresno, CA. See attached travel log for itemized details of each travel event. | Event/Trip Start Date * ? 08/01/2022 |
| | Preparer Email * ccwhittle@ucanr.edu | Event/Trip End Date * ? 09/30/2022 |
| | | Reimbursement Method * 1. Direct Deposit/Paper Check |

FAQs and Resources

What expense Type should I use for P-Card purchases?

The expense type should be the most closely related type listed in the expense type dropdown. For a list of P-Card expense types and object codes visit [Expense Type – Object Codes](#).

When do I have to add someone to the approval flow?

The county director must be added to all P-Card Reports before the fiscal officer review, this is not required for Travel and Entertainment reports.

- Details → Report Timeline → “Approval Flow” – Edit → + Add Step BEFORE Fiscal Officer Review → [name] → Save

How soon should I reconcile my expenses in AggieExpense?

Travel reports should be submitted within 45 days of completion of travel. Reports submitted after 60 days become taxable income.

What are allowable expenses when using the P-Card and Corporate Travel Card?

Visit: [How Do I Pay for Different Commodities](#) or [Procurement Card Versus Travel Card: When to Use](#).

Can I purchase wine with my dinner on my corporate travel card?

Alcohol is not permitted when charging the expense to a State or General Fund source

How can I streamline the P-Card expense reporting process?

Plan to submit P-Card reports every 2 weeks, depending on how many expenses you need to report. BOC will allow 10 expenses per P-Card report, if less than 10 do 1 report per month.

What happens if I use my P-Card for a service without an approved purchase agreement?

An Unauthorized Purchase request will need to be submitted in the Workflow Automation system and must be approved before expense reconciliation in AggieExpense. See the office manager for details.

What should I do if I lost my receipt?

You will need to submit a [Declaration of Missing Receipt](#) this can also be found when reconciling your expense in AggieExpense.

- Manage Receipts → Missing Receipt Declaration

What are the current meal rates when traveling?

- Breakfast \$31 (previously \$28)
- Lunch \$54 (previously \$49)
- Dinner \$94 (previously \$85)
- Light refreshments \$22 (previously \$20)

Additional Resources

[BOC Purchasing Forms, Instructions, & Information](#)

[Davis Supply Chain Management Website](#)

[BOC P-Card Reconciliation Process – UCCE](#)

[BOC Travel and Entertainment Forms & Information](#)

[Collaborative Tools Training Slides](#)

[AggieExpense New User Interface](#)



Questions?

