Reconciling Car Rental Expenses

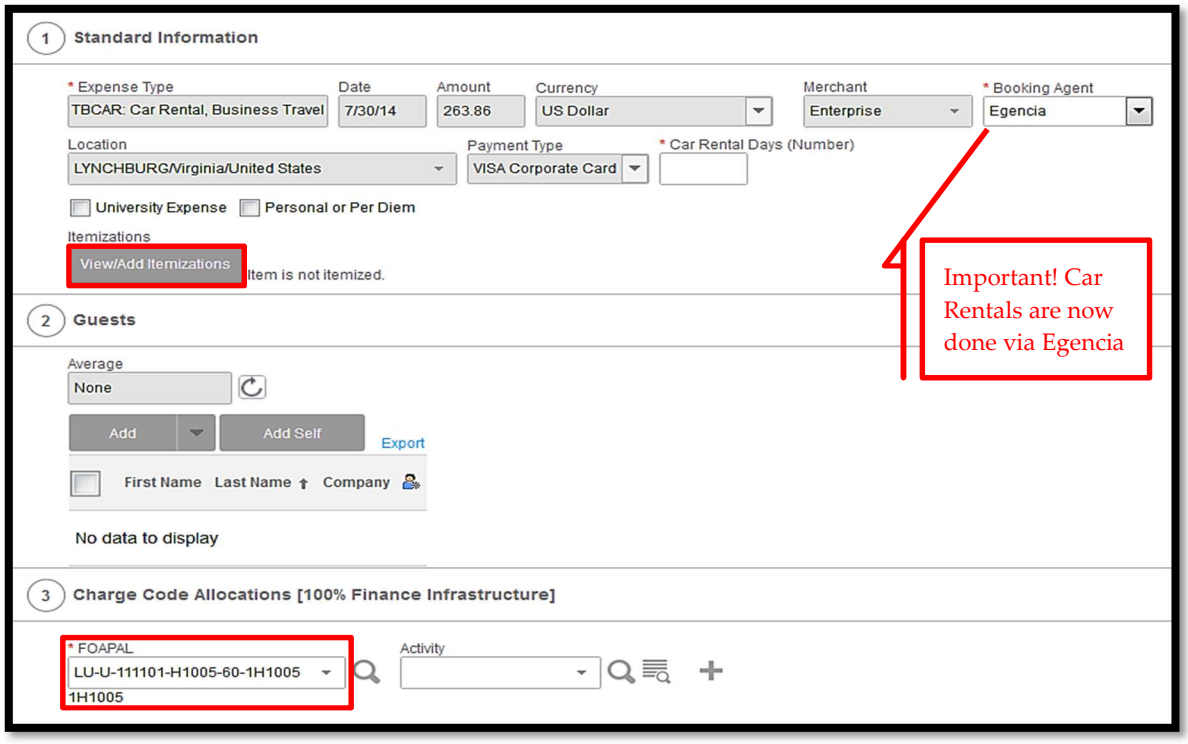
Car rental expenses must be reconciled in detail using the itemization feature within Infor.

1. Attach P-Card Transactions related to car rentals to an Expense Report
2. Select a Car Rental Expense Type from the drop-down list.

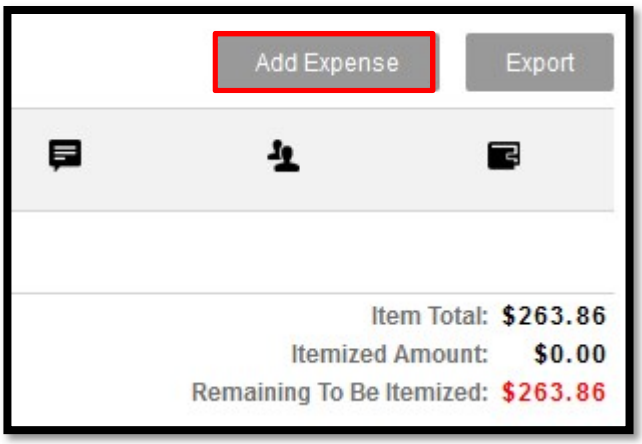
Travel Category	Per Diem Expenses
Host Travel	HXCAR
Interview Travel	HXINCAR
Business Travel	TBCAR
Pro Dev Travel	TPCAR
Recruiting Travel	TRCAR
Team Travel	TTCAR

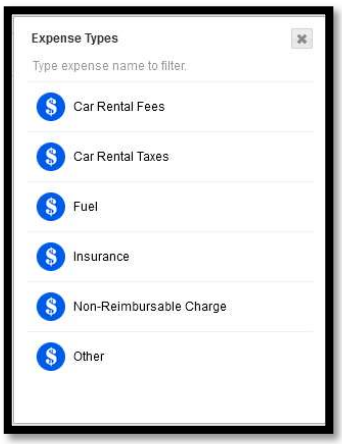
Notice the new expense types for car rental charges. The car expense types should only be used for expenses directly related to the car rental vendor. Fuel used for vehicle should still be reconciled to the applicable ground travel codes.

3. Fill out *Required fields in the 'Standard Information' section
4. Indicate if the transaction is a University or personal expense using the checkboxes.
5. Add list of other travelers, if applicable, in 'Guests' section
6. Add FOAPAL information to 'Charge Code Allocations' section



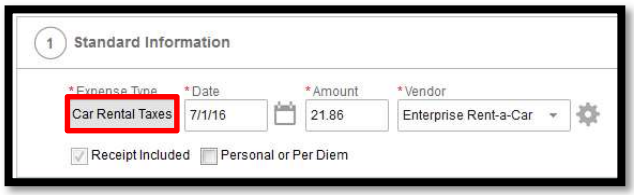
7. Fill out any applicable fields in 'Additional Information' section
8. Using the vendor invoice as a guide, itemize each car rental charge by selecting the 'Itemizations' button
    a. Select appropriate expense type for each charge on the vendor invoice
    b. Click 'Add Expense' button



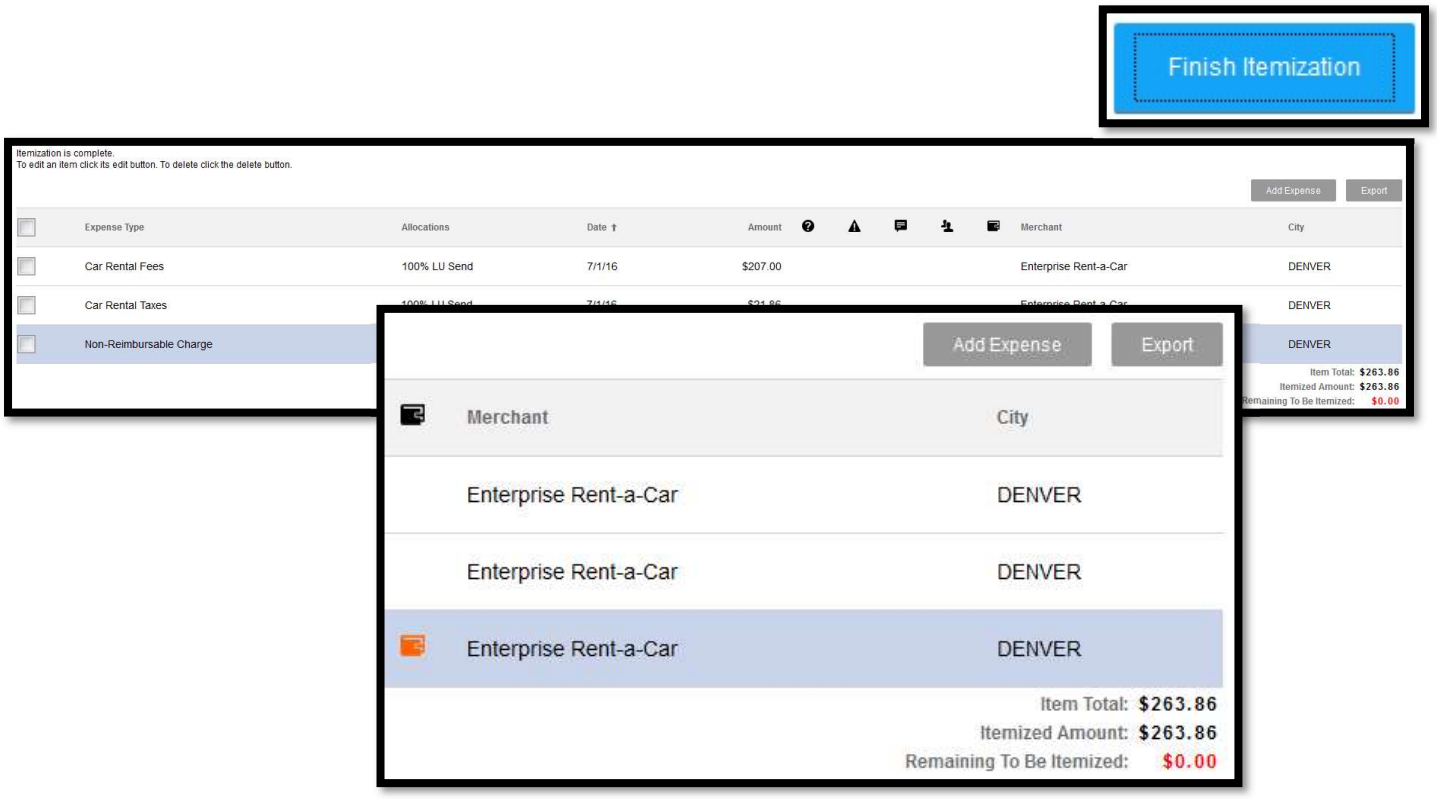


Update amount to match vendor invoice for each charge

    c. Indicate if any of the itemizations are personal by checking the 'Personal or Per Diem' checkbox



    d. Save and repeat steps for each charge
    e. Items not covered by the University should be marked as personal

NOTE: Refueling the car at the rental car facility is not covered by the University; therefore, it is a "Non-Reimbursable Charge"

9. Once amount ‘Remaining To Be Itemized’ equals $0.00, ‘Finish Itemization’
    a. Each line item will be listed separately
10. Select ‘Save’