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
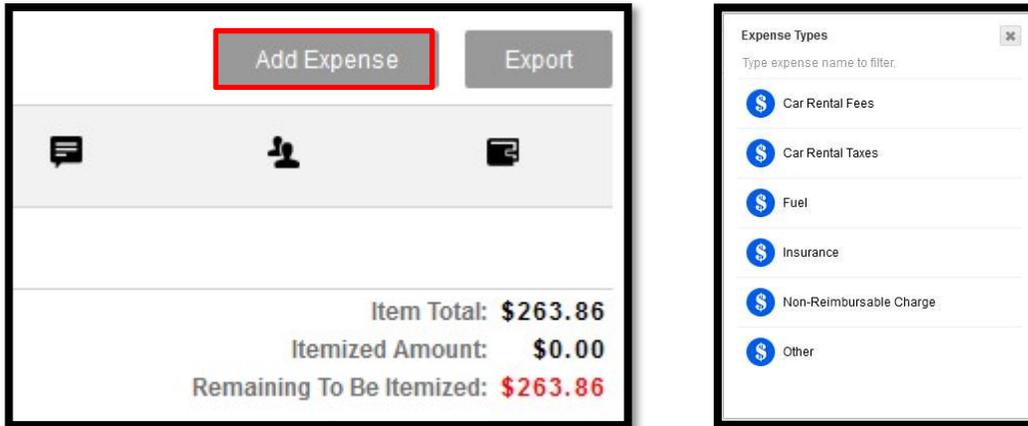

Update amount to match vendor invoice for each charge

    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'

Finish Itemization
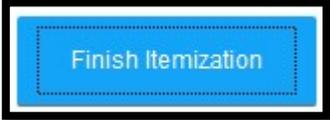
Itemization is complete.
To edit an item click its edit button. To delete click the delete button.

Add Expense   Export

	Expense Type	Allocations	Date ↑	Amount ❓ ⚠ 💬 👥 💳	Merchant	City
☐	Car Rental Fees	100% LU Send	7/1/16	$207.00	Enterprise Rent-a-Car	DENVER
☐	Car Rental Taxes	100% LU Send	7/1/16	$21.86	Enterprise Rent-a-Car	DENVER
☐	Non-Reimbursable Charge					DENVER

Item Total: $263.86
Itemized Amount: $263.86
Remaining To Be Itemized: $0.00

Add Expense   Export

	Merchant	City
	Enterprise Rent-a-Car	DENVER
	Enterprise Rent-a-Car	DENVER
	Enterprise Rent-a-Car	DENVER

Item Total: $263.86
Itemized Amount: $263.86
Remaining To Be Itemized: $0.00