

## 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

**1 Standard Information**

\* Expense Type: TBCAR: Car Rental, Business Travel | Date: 7/30/14 | Amount: 263.86 | Currency: US Dollar | Merchant: Enterprise | \* Booking Agent: Egencia

Location: LYNCHBURG/Virginia/United States | Payment Type: VISA Corporate Card | \* Car Rental Days (Number):

University Expense  Personal or Per Diem

Itemizations: [View/Add Itemizations](#) (Item is not itemized.)

**2 Guests**

Average: None

Buttons: Add, Add Self, Export

Table headers: First Name, Last Name, Company

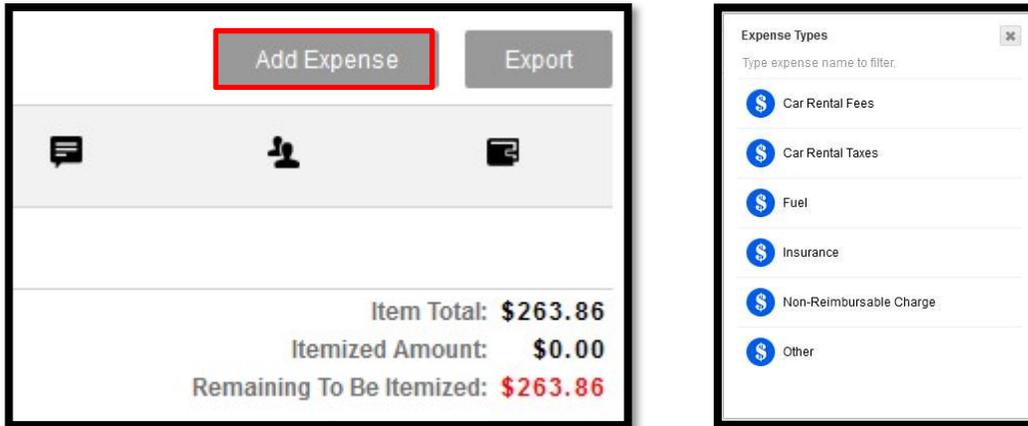
No data to display

**3 Charge Code Allocations [100% Finance Infrastructure]**

\* FOAPAL: LU-U-111101-H1005-60-1H1005 | Activity: 1H1005

**Important! Car Rentals are now done via Egencia**

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



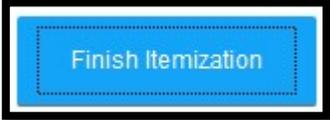
- c. Indicate if any of the itemizations are personal by checking the 'Personal or Per Diem' checkbox



- 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'



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

Expense Type	Allocations	Date ↑	Amount	Merchant	City
<input type="checkbox"/> Car Rental Fees	100% LU Send	7/1/16	\$207.00	Enterprise Rent-a-Car	DENVER
<input type="checkbox"/> Car Rental Taxes	100% LU Send	7/1/16	\$21.86	Enterprise Rent-a-Car	DENVER
<input type="checkbox"/> Non-Reimbursable Charge					DENVER

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**