



Expense Date Entry Requirements and Guidelines

General Information:

- All expenses must be itemized on a daily basis and by expense type for CAPP compliance and Cardinal transparency.
 - Per CAPP Topic 20335, page 5, Cardinal requires that each individual travel day's reimbursement be entered separately.
- Generally, the expense dates must correspond to the date of payment/purchase as reflected on provided receipts.
 - Exceptions:
 - Meals per Diem and Mileage dates must correspond to the date of travel.
 - Hotel Header line item dates must correspond to the date of check-out as reflected on provided receipts.
 - Itemized hotel line items (Room Rate, Lodging Tax/Fees, Hotel-Parking, Hotel-WiFi) must correspond to the date of overnight stay as reflected on provided receipts.
- Expense date entries are to be entered in the Date Expense Incurred field within the individual expense screens.
 - Users are provided with onscreen tips and guidance (highlighted blue notes) to help clarify the correct dates to enter for expense types. NOTE: Users must be in Edit mode to see onscreen tips.

Additional resources are located on the [SSC T&E Public Site](#).

Assistance is available with Customer Engagement at 540-591-4000, 877-340-5577, or help@ssc.vccs.edu.

Date Entry Requirements per Expense Type

Expense Type	Enter Date of..... within in the Date Expense Incurred field
Airfare	Date of Payment/Purchase as reflected on Receipt (Generally, the booked date)
Baggage Fees	Date of Payment/Purchase as reflected on Receipt
Change Ticket Fee	Date of Payment/Purchase as reflected on Receipt
Rail	Date of Payment/Purchase as reflected on Receipt (Generally, the booked date)
Other – Airfare	Date of Payment/Purchase as reflected on Receipt
Other – Rail	Date of Payment/Purchase as reflected on Receipt
Car Rental	Date of Payment/Purchase as reflected on Receipt (Generally, the vehicle return date)
Fuel – Car Rental	Date of Payment/Purchase as reflected on Receipt
Fuel – State Owned Car	Date of Payment/Purchase as reflected on Receipt
Mileage	Date of Travel
Parking	Date of Payment/Purchase as reflected on Receipt
Public Transit/Taxi/Shuttle	Date of Payment/Purchase as reflected on Receipt
Tolls	Date of Payment/Purchase as reflected on Receipt
Hotel Header	Date of Check-out as reflected on Receipt
Room Rate	Date of Overnight Stay as reflected on Receipt
Lodging Tax/Fees	Date of Overnight Stay as reflected on Receipt
Hotel – Parking	Date of Overnight Stay as reflected on Receipt
Hotel – WiFi	Date of Overnight Stay as reflected on Receipt
Meals per Diem	Date of Travel
Business Meals	Date of Payment/Purchase as reflected on Receipt
Registration Fees	Date of Payment/Purchase as reflected on Receipt
Dues / Memberships	Date of Payment/Purchase as reflected on Receipt
Miscellaneous	Date of Payment/Purchase as reflected on Receipt