

## Taxed Employee Expense Reimbursements

How to avoid having expense reports taxed as income due to lateness or user error.

- **Lateness:** Submit expense reports within 60 days from the date that the expense is incurred. (we recommend submitting expenses weekly or within 20 days)
- **Tuition Expenses:** Employees should use the date they receive official notification (e.g. transcript) of their successful completion of the coursework as the Expense Date on the expense report.

Enter Expense Lines							
*Overview							
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	TUITION - EMPLOYEE	02/07/2017	0.00	USD	Employee	Non-Taxa	*Detail +

- **Commuting Mileage:** Commuter mileage Expense Types are taxable. Do not use a standard mileage Expense Type and change the Billing Type to Taxable-Internal when submitting for commuting mileage reimbursement.

Enter Expense Lines							
*Overview							
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	IN COMMUTER MILE	02/10/2017	0.00	USD	Employee	Taxable -	*Detail +

- **Billing Type Field:** Do not adjust the Billing Type field to Taxable-Internal when getting reimbursed for an expense that taxes were charged on. This field has nothing to do with the fact an employee paid tax on the expense that they are getting reimbursed for. (sales, room & meals, etc.)
  - **Copy function:** Be careful when using the Copy Selected Expenses function. If an expense line with a Taxable-Internal Billing Type is copied, then the new expense line will have a default Billing Type of Taxable-Internal. The new line will now be taxable unless the Billing Type is changed back to Non-Taxable.

*Overview							
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	IN MILES REDUCED RATE	11/08/2016	0.00	USD	Employee	Taxable -	*Detail +
<input type="checkbox"/>	IN MILES REDUCED RATE	02/10/2017	0.00	USD	Employee	Taxable -	*Detail +
							+.
							+.

Add: