Reimbursing Personal Expenses in Certify

All Bowdoin Visa and American Express card transactions are automatically loaded into a cardholder’s expense wallet in Certify. In the expense report example below, the cardholder purchased three meals on a business trip using his Bowdoin Visa card. Let’s assume that a personal charge of $11.00 was included in the 6/4/2013 bill for $30.67.

To account for the $11.00 personal charge, you must manually add an expense item to your report.

After clicking on **Save Expense**, the report will now include the personal charge. The Total Non-Reimbursable balance is unchanged, but the Reimbursable amount is now $-11.00, i.e., the cardholder owes the College $11.00. After clicking on **Submit for Approval**, print a copy of the expense report, attach a check made payable to Bowdoin College for $11.00 and send the report with check to the Controller’s Office via inter-office mail.
Now let’s take the same example, but add another expense for mileage reimbursement; a 404 mile roundtrip drive at 0.55 cents per mile.

After adding the mileage reimbursement expense, the Total Reimbursable amount is now $217.26. In cases like this, there is no need for the cardholder to write a check to the College for $11.00, as the personal charge was automatically netted out of the total.