

## Deferring a Bowdoin credit card expense to the next fiscal year

- All Bowdoin credit card expenses dated through 6/30, must be submitted within a Workday expense report by the designated fiscal [year-end deadline](#) in July.
- July dated credit card expenses should not be submitted until after the fiscal year-end deadline date.
- Please do not mix June and July dated credit card expenses in the same expense report.
- Bowdoin credit card expenses which relate to the next fiscal year (i.e. airfare charged in June for a trip in July) can be deferred by using the Expense Item 1225. The appropriate Expense Item code for the new fiscal year should be typed into the Account Number field (example provided below).

Date	*	<input type="text" value="06 / 17 / 2019"/>
Expense Item	*	<input type="text" value="x Deferred Expenses (1225)"/>
Quantity		1
Per Unit Amount		250.00
Total Amount	*	<input type="text" value="250.00"/>
Currency	*	<input type="text" value="x USD"/>
Currency Rate		1
Converted Amount	*	250.00
Converted Currency		USD
Memo		<input type="text" value="Sunshine Conference, 7/25-7/27/19"/>

- Please use expense item 1225 to defer expenses to the next fiscal year (i.e. airfare purchased in June for trip in July). Enter the expense item code for the next fiscal year in the [Account Number](#) field (i.e. 6010 for airfare).
- If all expenses relate to a single business purpose included in the Header Memo, a business reason is not required in the Memo field of each expense item.
- **Date must be "Date of Purchase/Service"**

[ADDITIONAL RESOURCE INFORMATION](#)

### Item Details

Account Number	*	<input type="text" value="6010 (airfare)"/>
Merchant	*	<input type="text" value="Delta"/>

### Attachments from File