

## Add Travel Reimbursement to Paycheck

**Objective:** To add travel reimbursement expense to an Employee's Paycheck.

Use this procedure only if the employee's salary expense and travel expense are reported to the **SAME Class code**. QuickBooks will list Travel only as an Other Payroll Item in the Preview Paycheck screen. Therefore, the **Travel other payroll item will use the class code assigned to the salary under the Earnings section**.

### Create a new Payroll Item named "Travel"

Select **Lists** from the menu bar.

- Select **Payroll Item List**
- Click the Payroll Item button at lower left corner of screen.
- Select **New**

Item Name	Type
SALARY - MONTHLY	Yearly Salary
Sick Salary	Yearly Salary
Vacation Salary	Yearly Salary
SALARY - HOURLY	Hourly Wage
Salary Adjustment-Retroactive	Hourly Wage
Sick Hourly Rate	Hourly Wage
Vacation Hourly Rate	Hourly Wage
Travel	Addition
Dental Withholding	Deduction
MCHCP Medical Withholding	Deduction
Other Benefits Payable	Deduction

**Payroll item type**  
 Select the type of payroll item you want to create.

- Wage (Hourly, Salary)
- Commission (Percentage or Flat Amount)
- Addition (Bonus, Mileage Reimbursement)
- Deduction (Union Dues, 401(K) deferral, Simple IRA)
- Company Contribution (Employer 401(k) matching con)
- Federal Tax (FUTA, Social Security, Medicare)
- State Tax (State Withholding, SDI, SUI)
- Other Tax (Local Tax, Misc. State Tax)

- Select "Addition (Bonus, Reimbursement)"
- Click Next button.

- Enter Name of Payroll Item, i.e. **Travel**
- Place checkmark preceding "Track Expenses by Job (also for Class Tracking)
- Click Next
- Enter 3100 or 3110 for Travel Expense account, or appropriate account.
- Click Next

**Name used in paychecks and payroll reports**

Enter name for addition:  
 Travel

For example, if you are creating an addition for employee bonuses, you may want to call it 'Bonus'.

Track Expenses By Job  
 To track expenses by customer and job, by class, and by service item, select the checkbox. For more information, click Help.

**Add new payroll item (Addition: Travel2)**

**Tax tracking type**  
 If this item is reported on tax forms, you need to specify how it is classified. Choose the tax classification from the list.

None

QuickBooks does not include this amount on all Payroll Tax Forms.

Prev **Next** Finish Cancel

- Tax Tracking type should be "None."
- Click remaining 4 NEXT buttons.
- Click **Finish** button.

## Add Travel Reimbursement to Paycheck

- Select **Employees** from menu bar, **Payroll Center, Pay Employees.**

- Insert a checkmark preceding the employee's name.

- Click **Open Paycheck Detail** button.

- Under **Other Payroll Items**, in blank space click the down arrow and select the **Travel** item.

- Select **"No"** if asked "...do you wish to add to the permanent record?"
- Enter the total amount of the Travel check in the **"rate"** column.
- Review Salary, taxes and benefit amounts.

Earnings				
Item Name	Rate	Hours	Customer:Job	Class
SALARY - HOURLY	12.50	80.00		1000 County Appropriations

  

Other Payroll Items			Employee Summary (adjusted)	
Item Name	Rate	Quantity	Item Name	Amount
MCHCP Medical Benefits-Employ	5.18		SALARY - HOURLY	1,000.00
Retirement PEBSCO -Employer	97.31		Retirement PEBSCO Withholding	-10.00
Retirement PEBSCO Withholding	-10.00		Travel	200.00
Travel	200.00		Federal Withholding	0.00
			Soc. Sec. Withholding - Employer	0.00
			Medicare Withholding - Employer	0.00
			MD - Withholding	0.00
Company Summary (adjusted)				

**Travel expense amounts will not appear on the W2 or 941 forms. Taxes will not be paid on the travel amount.**