PA30 (IT0015) Mileage Reimbursement - Non-taxable - Change Cost Assignment

Purpose

Use this procedure to reimburse an employee for mileage driven in their own vehicle for work purposes. This amount is an accountable plan and as such is non-taxable to the employee.

Trigger

Perform this procedure when the labor contract allows for such reimbursement.

Prerequisites

- The employee meets all criteria for the reimbursement
- The manager approves the reimbursement
- The approval documents are forwarded to Central Payroll for validation and unlocking. Central Payroll must receive the completed and approved documents in order to unlock the Wage Type for processing

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PA30

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry
- If you need to change the Account Assignment, only enter one Cost Object
    - Cost Center
    - WBS Element
    - Order
- Do not key over the **** fields. They do not transfer with your data. If you do key over them you need to click the Trash Can and start over. Not starting over results in an error message and inability to transfer the entry
- If you transfer the Cost and need to change it, go back, open the Maintain Cost assignment and click the trash can. Go back in, reenter, and transfer the correct information. Save your changes by clicking on the radio button

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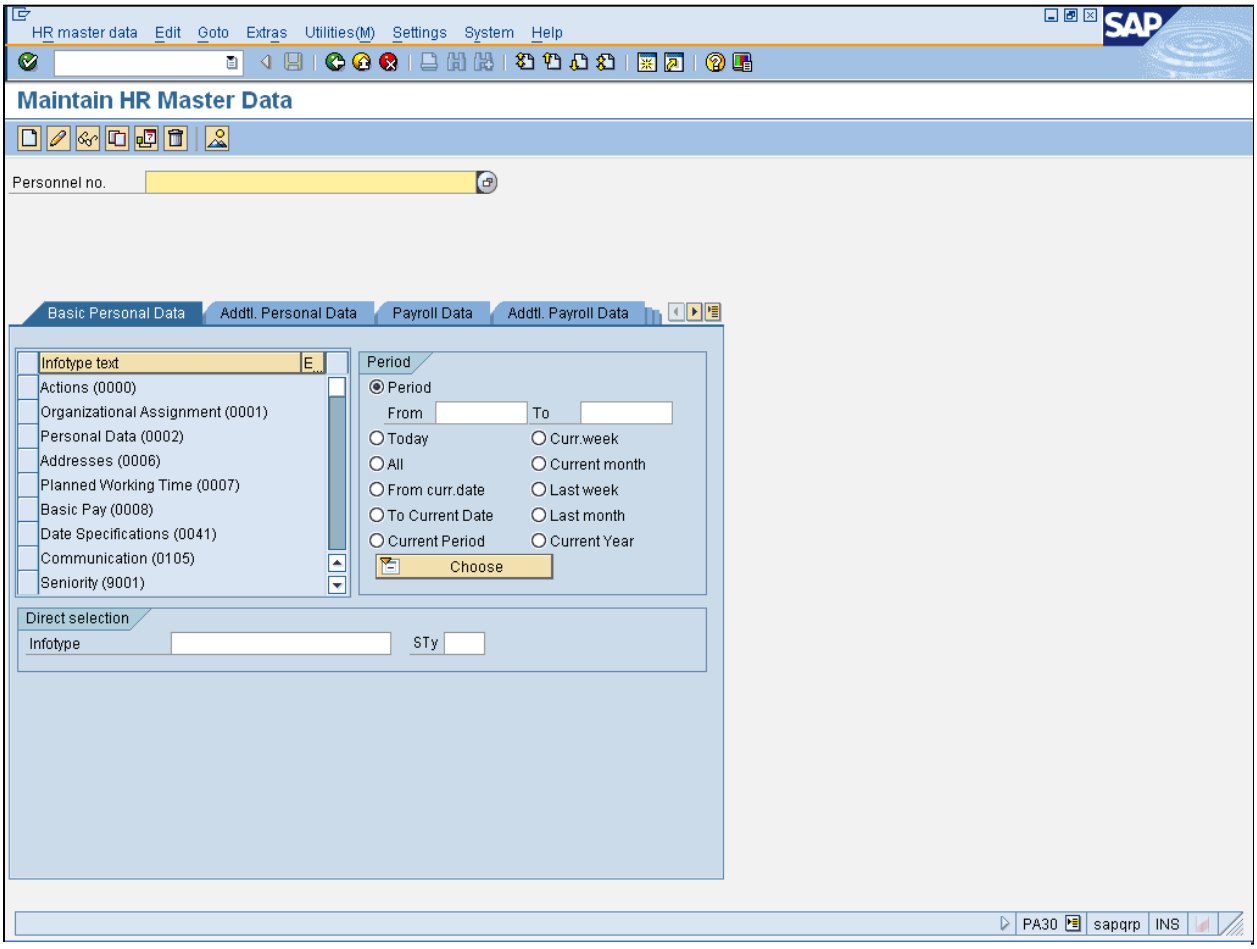
Procedure

1. Start the transaction using the menu path or transaction code. The *Maintain HR Master Data* screen displays.

Maintain HR Master Data



2. Click **Personnel no.** field .

3. Click **Personnel no.** matchcode . The *Personnel Number (XXXX)* dialog box displays.

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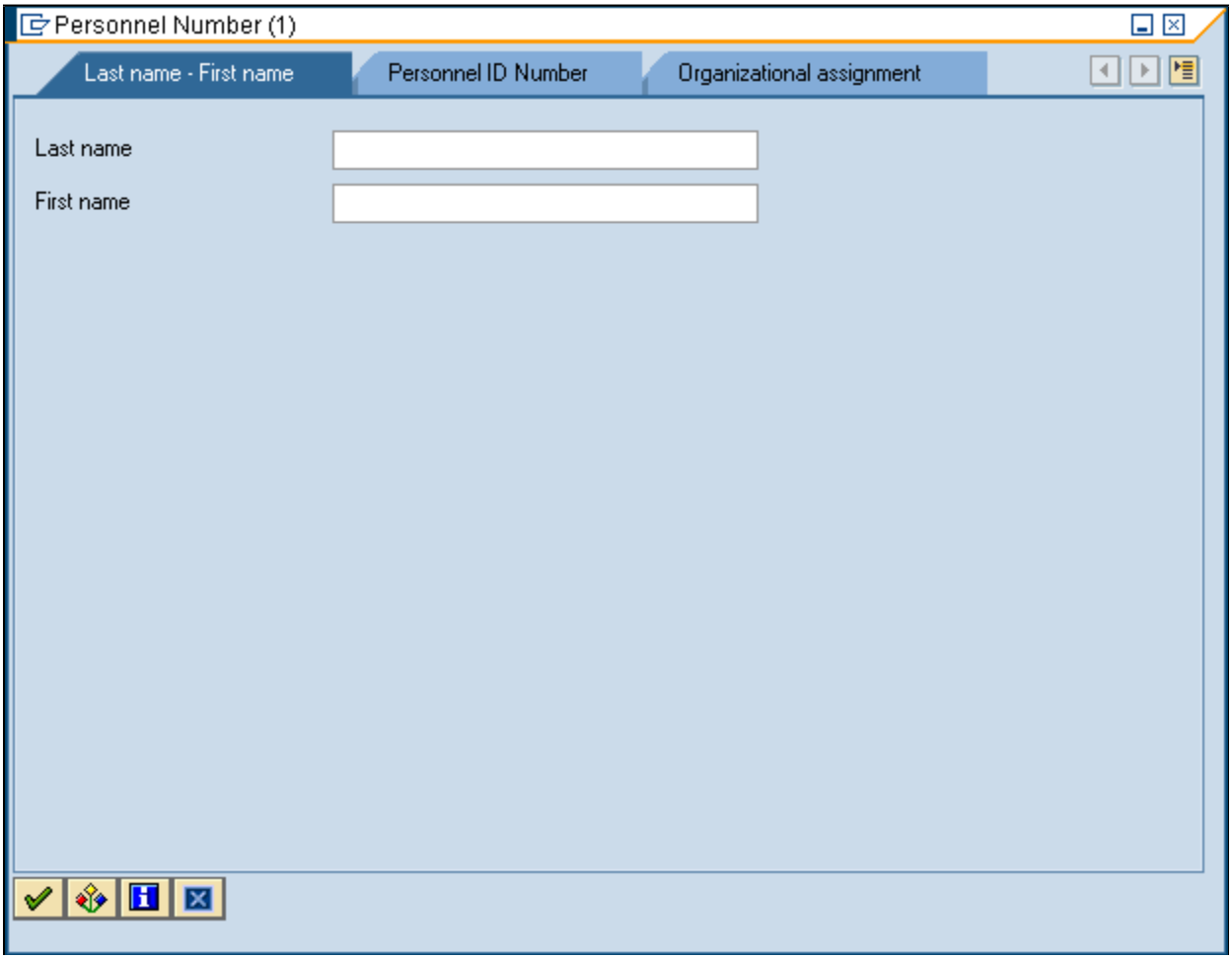
Personnel Number (XXXX)



4. As required, complete/review the following fields:

Field	R/O/C	Description
Last name	R	Surname; the name used to identify the individual. **Example:** *imbur*

5. Click **Start Search** button . The *Personnel Number (XXXX)* list displays.

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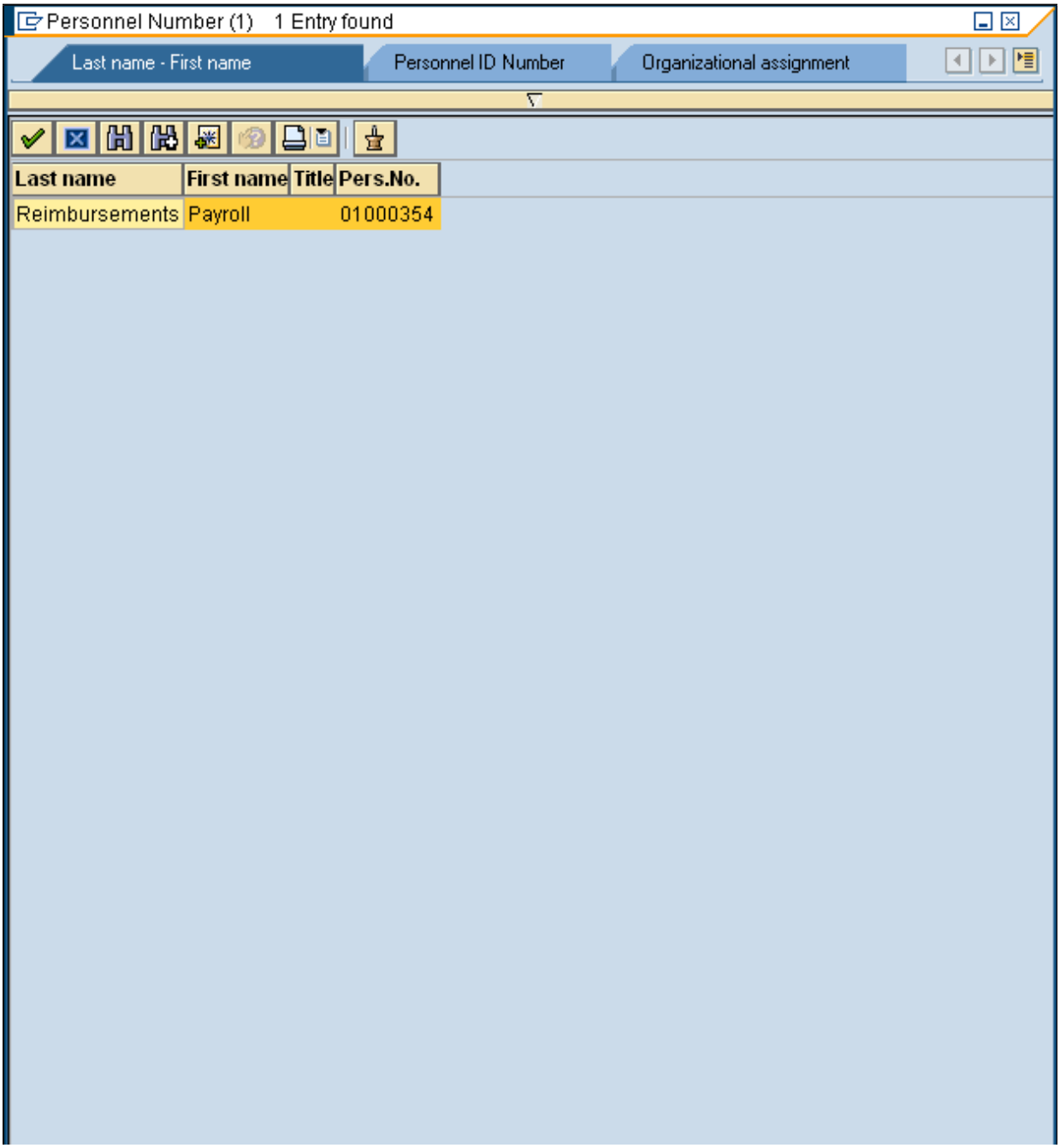
Personnel Number (XXXX) YYYY Entry found



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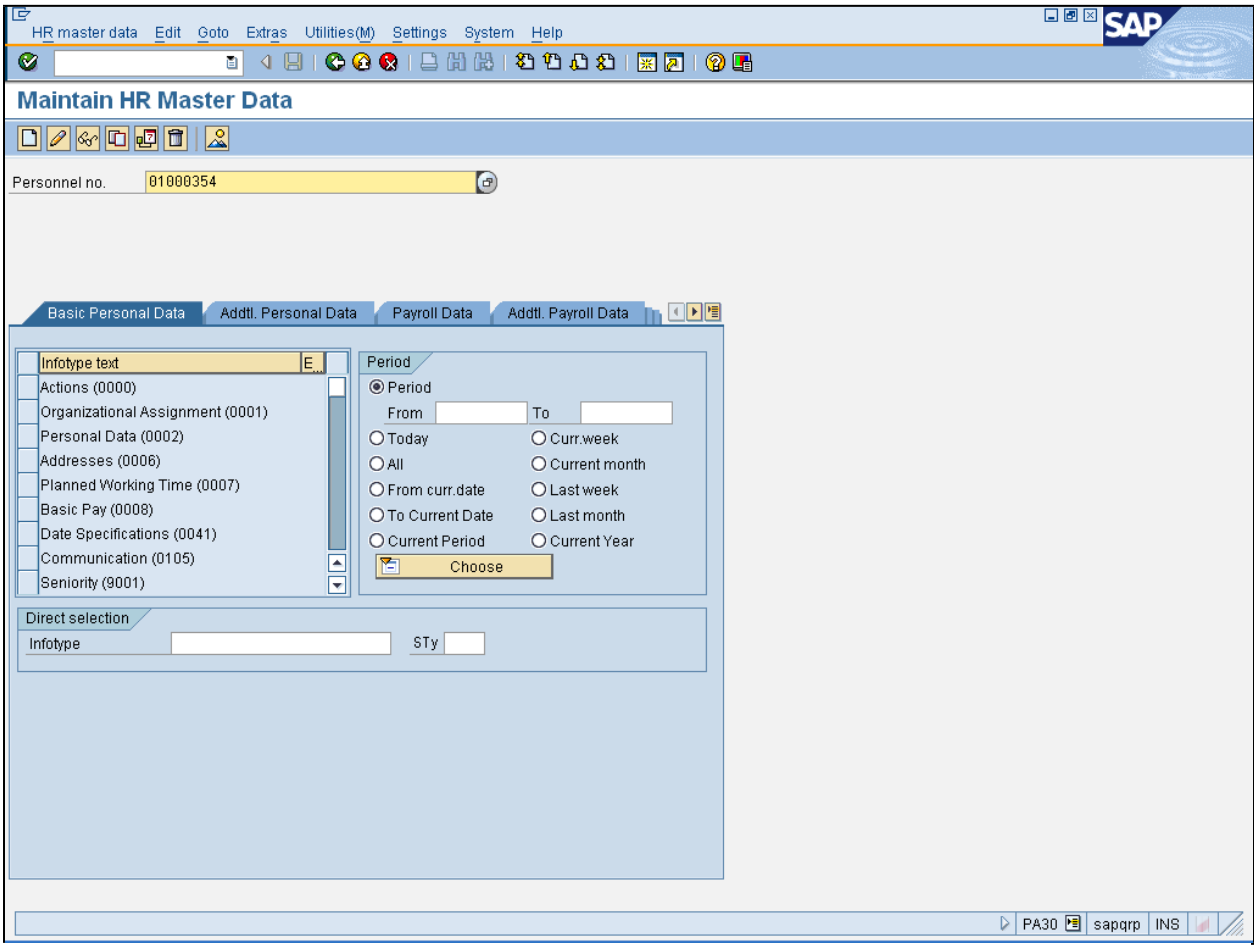
6. Select the appropriate employee Reimbursements Payroll 01000354 .

7. Click **Copy** button .

Maintain HR Master Data



8. Click **From** field .

The **From** field should always be the beginning date of the Pay Period.

9. As required, complete/review the following fields:

Field	R/O/C	Description

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Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. **Example:** 101509
Infotype	R	A set of data that is grouped together according to subject matter. Infotypes can be identified by their four-digit keys. **Example:** 0015
STy	R	An extension of the infotype indicating a relationship or plan type specific to the infotype. **Example:** 5r09

10. Click **Create** button . The *Additional Payments (0015)* screen displays.

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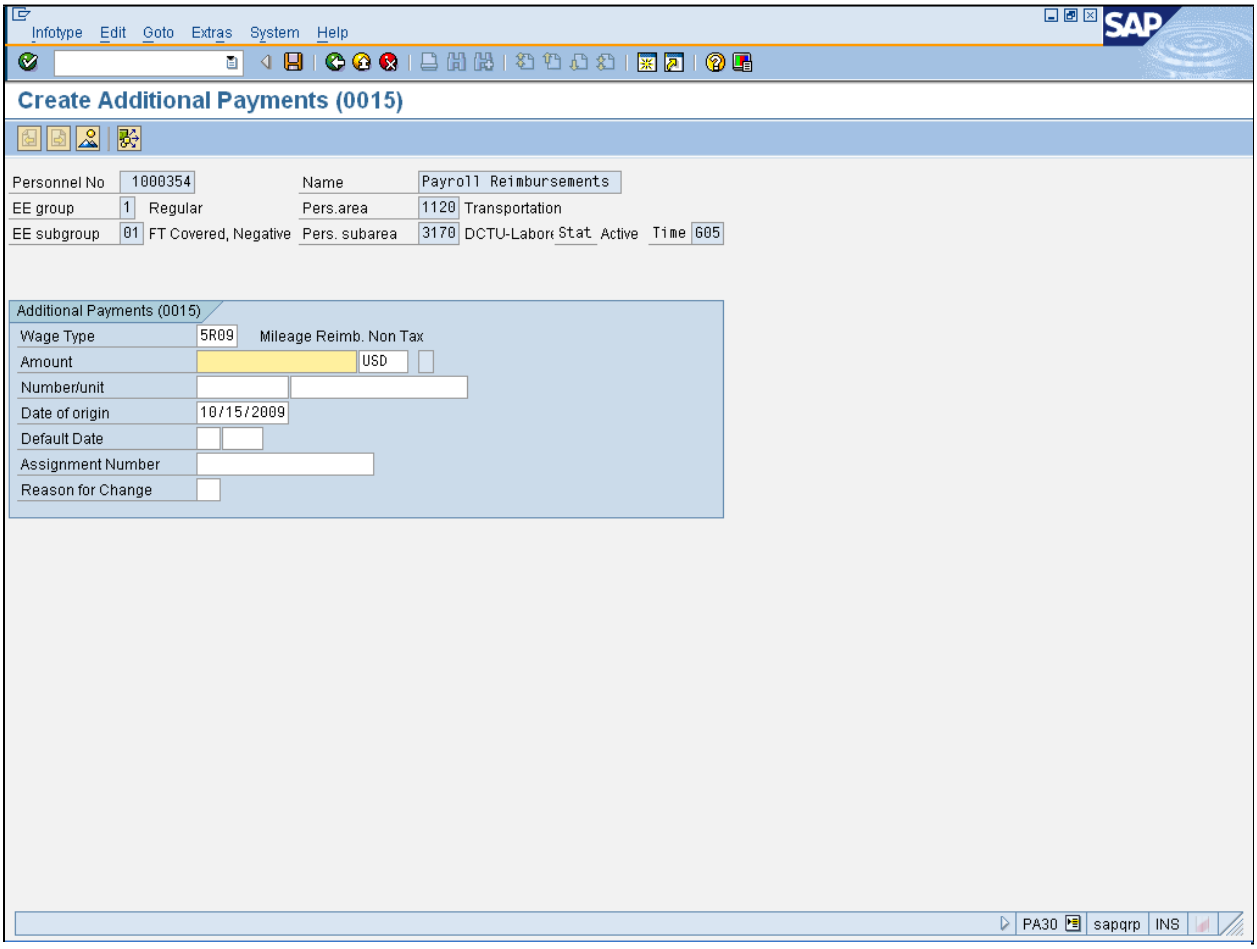
Create Additional Payments (0015)



11. Click **Number** field .

Enter the number of miles being reimbursed. The system pays the employee based on the current IRS guidelines.

12. As required, complete/review the following fields:

Field	R/O/C	Description

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Field	R/O/C	Description
Number	R	Unique identifier assigned to a notification, work order, or a customer/vendor profile ID. **Example:** 229

13. Click **unit** field .

14. Click **unit** matchcode . The *Unit of time/meas. (XXXX)* list displays.

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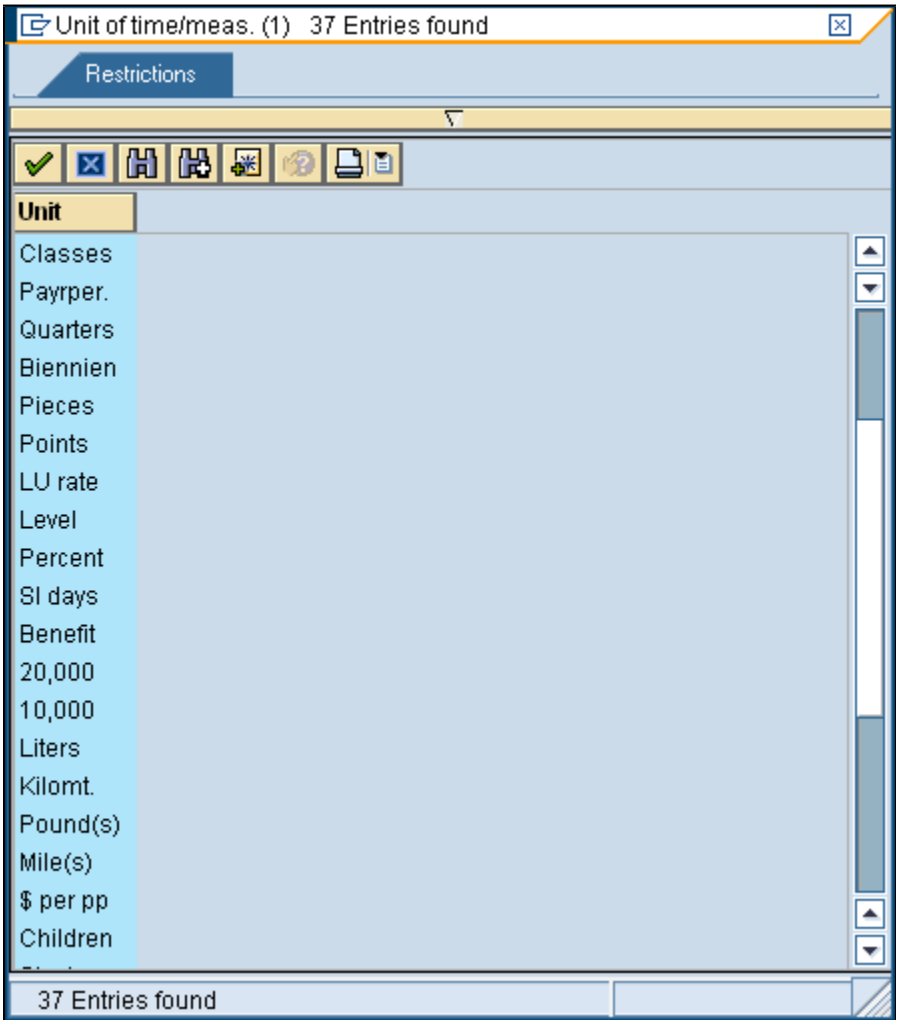
Unit of time/meas. (XXXX) YYYY Entries found



15. Select **Mile(s)** list item Mile(s). The row highlights.

16. Click **Copy** button .

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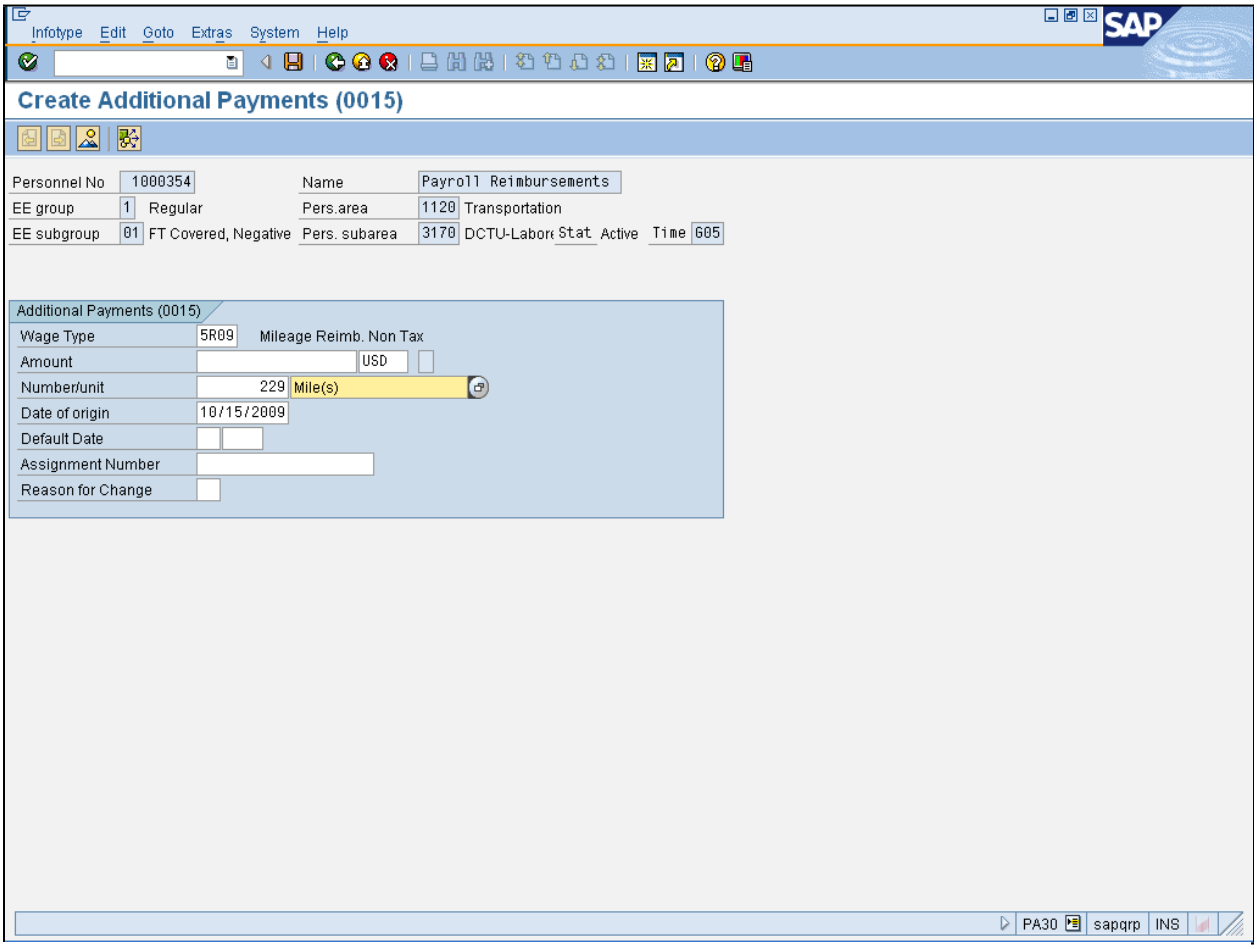
Create Additional Payments (0015)



17. Click **Assignment Number** field .

This field is for any information you may want to refer back to later.

18. As required, complete/review the following fields:

Field	R/O/C	Description

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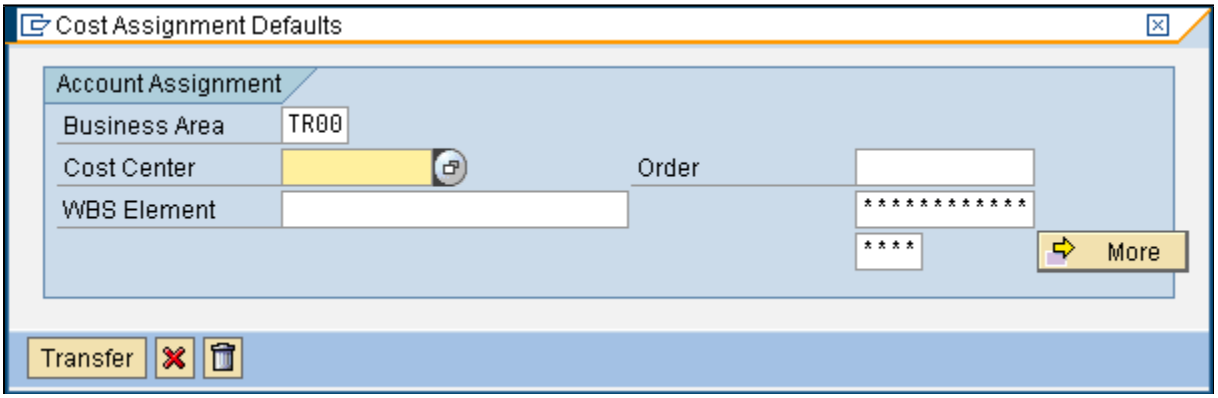
Field	R/O/C	Description
Assignment Number	R	The numeric format of the claim number and the dates covering the payment. **Example:** Sept 2009

19. Click **Edit** option Edit from the main menu.

20. Select **Edit➔ Maintain cost assignment Ctrl+F2** menu item

Maintain cost assignment Ctrl+F2 .

Cost Assignment Defaults



21. Click **Cost Center** field .

If you need to change the Account Assignment, only enter one Cost Object. Do not key over the **** fields.

22. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center	R	Organizational unit(s) that represents a revenue or cost collector. **Example:** trmn000012

23. Click **Transfer** button Transfer .

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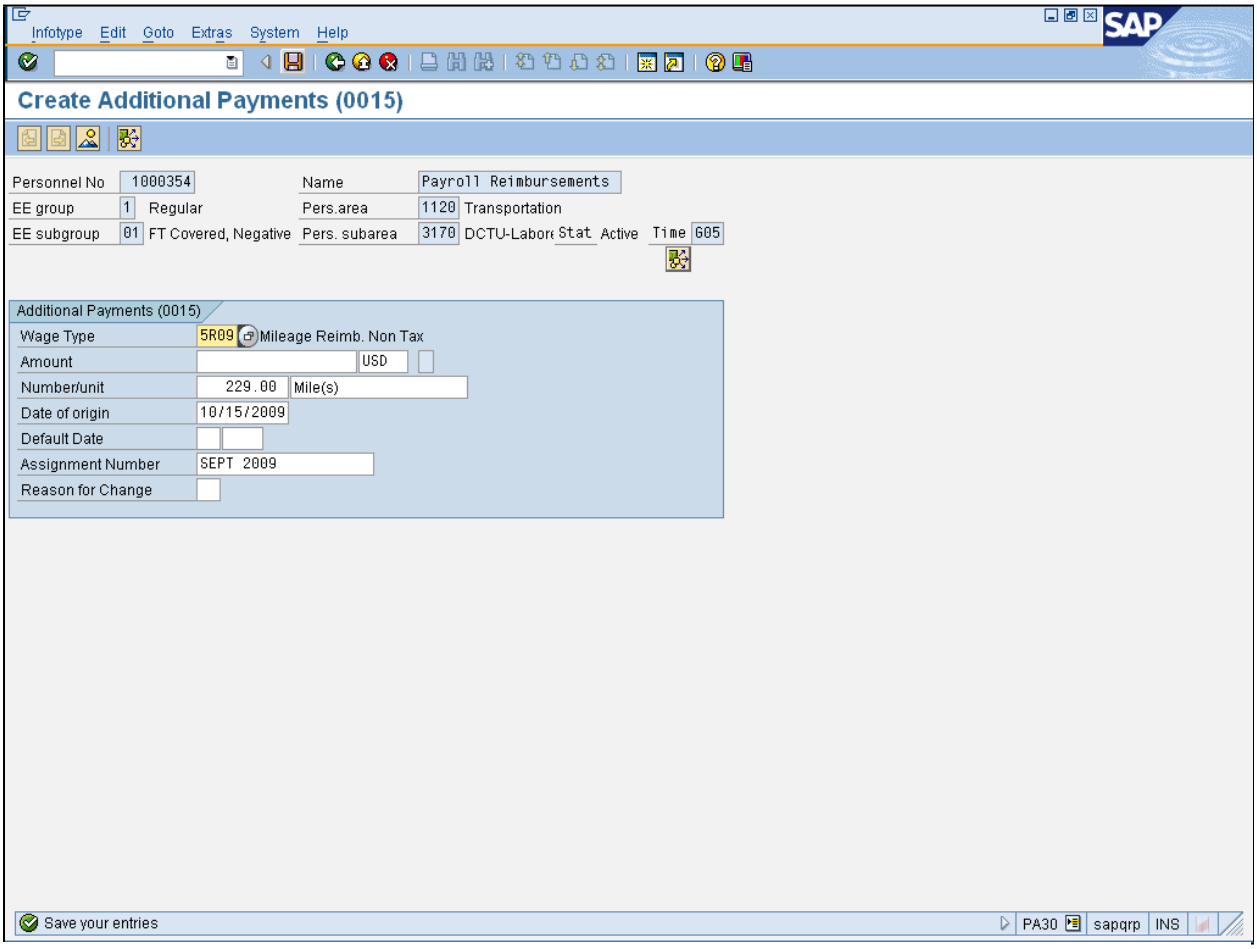
Create Additional Payments (0015)



24. Click **Save** button .

The system returns the message, *"Save your entries".*

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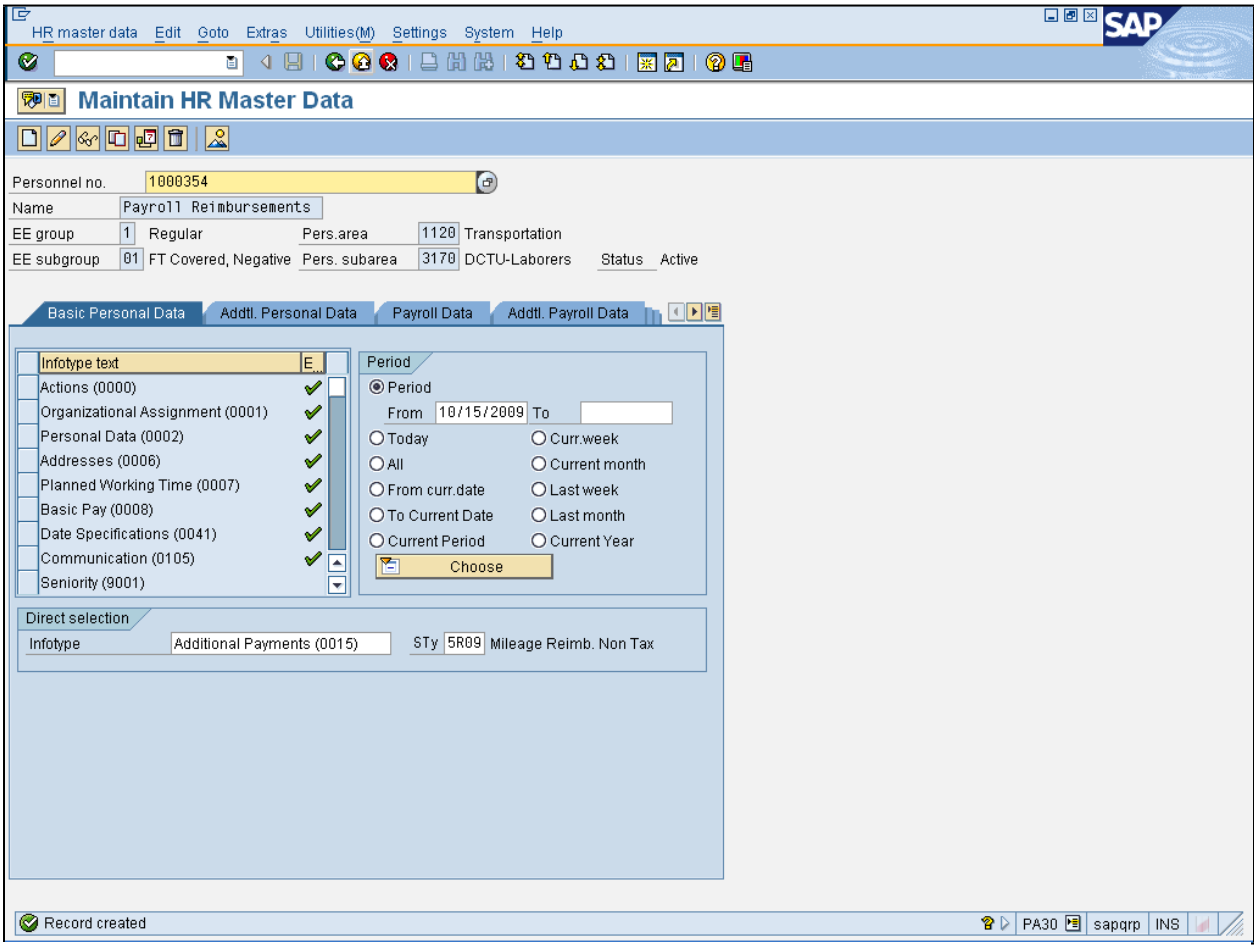
Maintain HR Master Data



25. Click **Exit** button .

The system returns the message, *"Record created".*

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Result

You have successfully reimbursed an employee for mileage driven in their own vehicle for work purposes.