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**

- 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

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

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