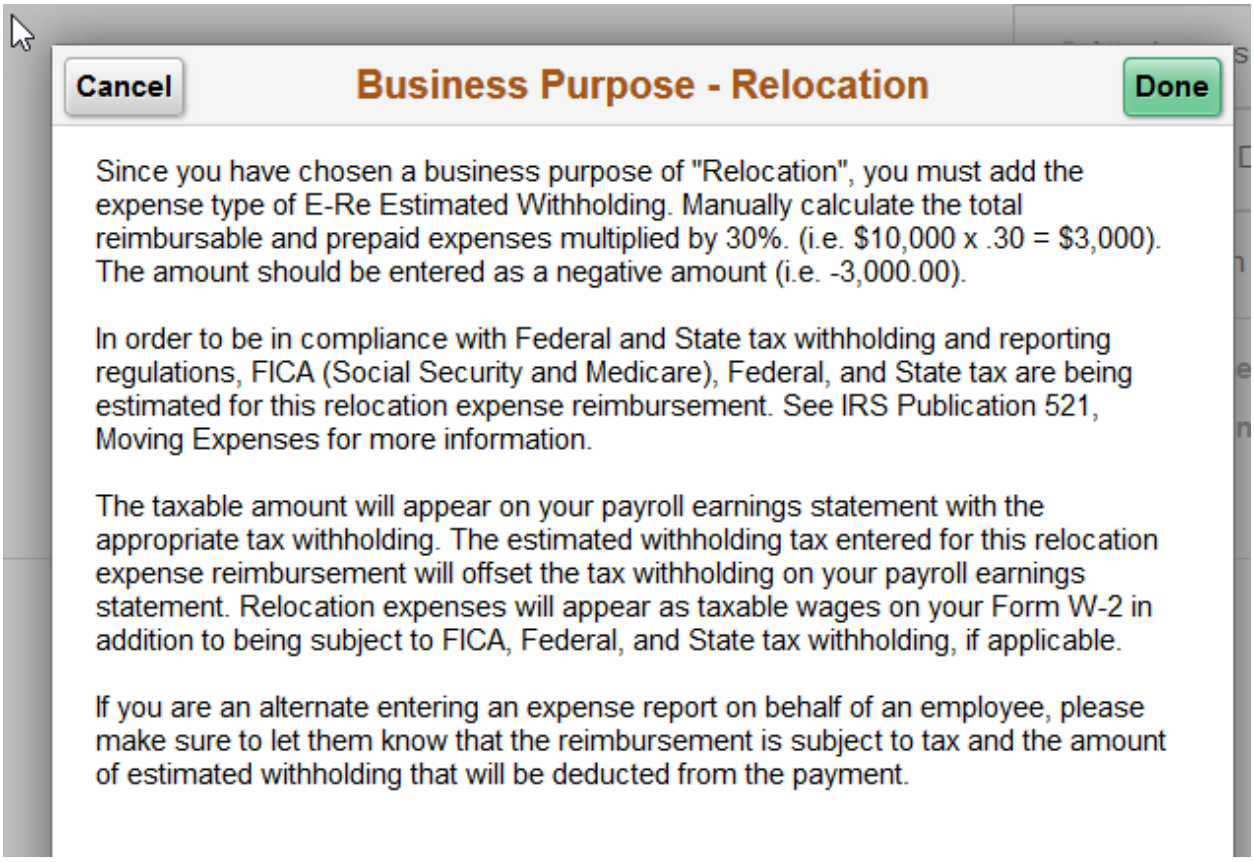
Adding Estimated Tax to Relocation Expense Reports

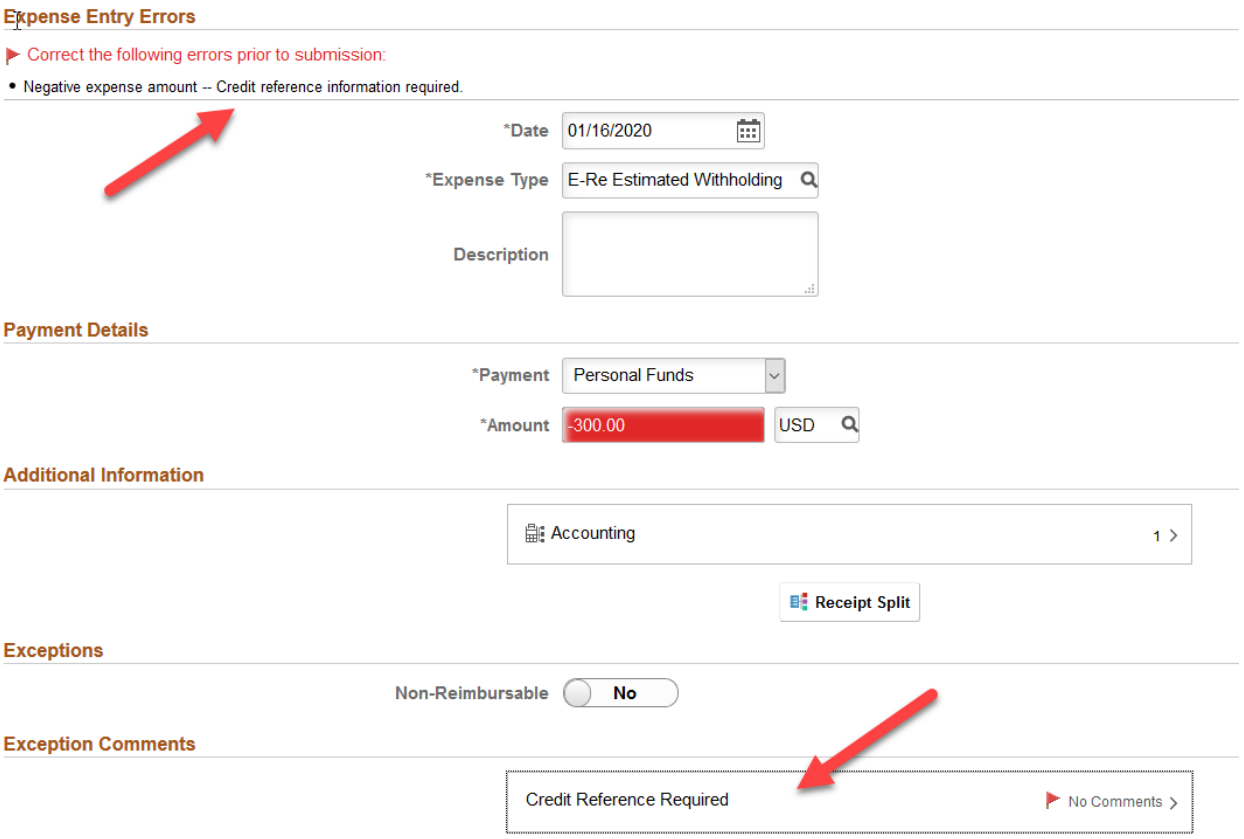
The steps below will explain how SFS will handle deducting the tax from any Relocation expense report.

1. If you choose Business Purpose of Relocation the following pop-up message will be displayed.



2. After adding the regular expense lines to the expense report the traveler/alternate must add a line for E-Re Estimated Withholding expense type.
3. The traveler/alternate must do the calculation to deduct 30% of the total for this expense report including the Prepaid Purchasing Card Amounts.
4. The Payment Type must be set to Personal Funds.
5. The Amount must be negative. Whenever a negative number is inputted into an expense report a Credit Reference Required field needs to be filled in. The note to be added to the Credit Reference Required field could be Tax Deduction amount or something similar. (see example

below)



6. The traveler will not be able to submit the expense report if the E-Re Estimated Withholding Expense line has not been added to the report.