

Miscellaneous Expenses

1. Overview

Miscellaneous Expenses represent additional charges applied to drivers for operational or penalty-related reasons. These expenses are **not part of** the following modules, which have their own dedicated workflows:

- EZPass
- PVB / Parking Violations
- TLC / Tickets
- Repairs
- Driver Loans

These charges are **one-time amounts** applied to the **driver's active lease account balance** and are **recovered in full** during the **next Driver Transaction Report (DTR)** cycle.

The purpose of this module is to ensure operational expenses and ad-hoc charges are accurately recorded and recovered, maintaining financial transparency and consistency.

2. Fields & Rules

Field	Required	Description / Rules
Driver (TLC License)	Yes	Select driver. Must have an active lease .
Lease ID	Auto	Derived automatically based on the driver's current active lease .
Vehicle	Auto	Derived from Lease → Vehicle assignment.
Category	Yes	Dropdown (e.g., Lost Key, Cleaning Fee, Late Return Fee, Misc Charge).

Amount	Yes	Must be > 0. Charged in full at next DTR.
Notes	Optional	Free text supporting details.
Created By	Auto	User ID of the person recording expense.
Created Date	Auto	System timestamp.
Ledger Posting ID	Auto	References ledger posting created at save.
Status	Auto	See lifecycle section.

Ledger Posting Rule

- At the time of expense creation, the system **immediately posts** a **ledger debit** to the driver's lease ledger balance.
- No ledger entry is created at DTR; DTR simply **recovers the outstanding balance**.

3. States & Lifecycle

State	Description	Trigger to Next State
Open	Expense has been recorded and is pending recovery.	Default state at creation.
Recovered	Expense has been fully recovered via DTR.	Automatically updated when balance reaches 0.
Voided	Expense has been canceled after entry.	Manual action (requires permission + reason).

Rules:

- Only **Open** expenses affect the outstanding driver ledger balance.
- Once an expense is **Recovered**, it is locked from edits.

- To reverse an Open or Recovered expense, the user must **Void**, which triggers a reversing ledger entry.
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4. Calculation Logic

- Misc Expenses are **always charged in full**.
 - No installment schedule.
 - No proration.
 - No interest.
 - The outstanding balance appears on the **DTR** and is **deducted from driver earnings** before payout.
 - If driver earnings are insufficient, the remaining balance **rolls forward**.
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5. UI Workflow

Navigation:

Manage Driver → Driver Loans → Miscellaneous Expenses

Add Misc Expense Flow:

1. User clicks **Add Misc Expense**.
2. Form appears with the following:
 - Driver (pre-selected if navigating from driver context)
 - Category (dropdown)
 - Amount
 - Notes
3. User submits.
4. System validates:
 - Driver has an **active lease**
 - Amount > 0
 - Category present
5. System:
 - Creates Misc Expense record (Status = Open)
 - Creates **ledger debit posting** tied to the active lease
6. Expense appears in:
 - **Driver Ledger Balance**
 - **Next DTR → Deductions → Misc Expenses section**

6. Validation Rules

Rule	Behavior
Driver must have an active lease	Block entry if no active lease.
Amount must be > 0	Required numeric validation.
Category field required	Standard dropdown validation.
Misc Expense cannot be edited after being included in a DTR	System lock.
Voiding requires explicit reason + role permission	Audit trail required.
