

# 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.

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## 2. Fields & Rules

| Field                | Required | Description / Rules   |
|----------------------|----------|---|
| Driver (TLC License) | Yes      | Select driver. Must have an <b>active lease</b> .                         |
| Lease ID             | Auto     | Derived automatically based on the driver's <b>current active lease</b> . |
| 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                         |
|------------------|--|---|
| <b>Open</b>      | Expense has been recorded and is pending recovery. | Default state at creation.                    |
| <b>Recovered</b> | Expense has been fully recovered via DTR.          | Automatically updated when balance reaches 0. |
| <b>Voided</b>    | 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**

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## 6. Validation Rules

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

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