



Create a My Wallet Expense Report

A My Wallet Expense Report is created for paying travel card charges and any, if applicable, out of pocket travel expenses.

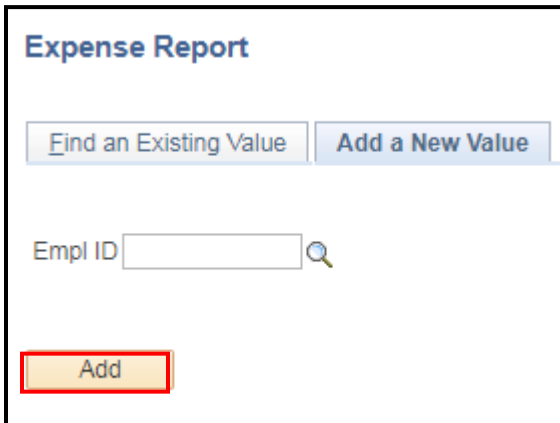
Navigation NavBar  > Navigator  > Financials > Travel and Expenses > Travel and Expense Center > Expense Report > Create/Modify

OR

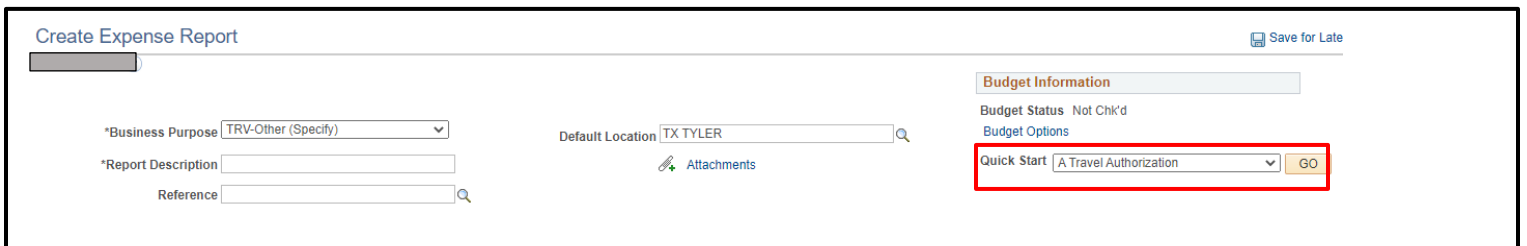
From the home screen click on the drop down menu and choose the **Travel & Expense** landing page then click on the **Create Expense Report** tile.



Key in the Empl ID or Search for the name. Click **Add**

A form titled "Expense Report". It has two buttons: "Find an Existing Value" and "Add a New Value". Below these is a text input field labeled "Empl ID" with a search icon. At the bottom left, there is a yellow "Add" button highlighted with a red box.

Complete the **General Information** section as for any Expense Report or pull in the Travel Authorization.

A screenshot of the "Create Expense Report" form. It includes fields for "Business Purpose" (dropdown), "Report Description", "Reference", "Default Location" (dropdown), and "Attachments". On the right, there is a "Budget Information" section with "Budget Status" (Not Chk'd) and "Budget Options". The "Quick Start" dropdown is set to "A Travel Authorization" and the "GO" button is highlighted with a red box. A "Save for Later" link is in the top right corner.

If you did not pull in a Travel Authorization, then you can click on the Quick Start and choose **Entries from My Wallet**. If you did pull in a TA then you can click on the **My Wallet (x)**.

Create Expense Report Save for Later

*Business Purpose Default Location Attachments

*Report Description Reference

Comment

Budget Information
Budget Status Not Chk'd
Budget Options
Quick Start **Entries from My Wallet**

Expenses Expand All | Collapse All **Add: My Wallet (48)** Quick-Fill Total 0.00 USD

Choose the entries that you want to include in this report by clicking on the **Select** , then on the **Done** button.

<input checked="" type="checkbox"/>		06/28/2019	Wallet Incidentals	CLUB GLOVE AND SCHEYD	690.24 USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>		06/22/2019	Wallet Incidentals	ANTIGUA CREDIT DEPARTM	421.00 USD	<input type="checkbox"/>

The selected entries are added to the Expense Report.

The stated "Wallet..." Expense Type pulled in with the My Wallet transactions are NOT valid and MUST be changed.

On the transaction information line, click on the drop down and select a valid and correct Expense Type option for each transaction entry.

Enter any **Description** that is needed.

Enter the Cost Center into the **Speed Chart** (if the Cost Center has not already populated).

If the entry needs to be **Split**, such as a hotel bill split into Lodging – Lodging Tax – Parking, then click on the **Receipt Split** hyperlink.

Expenses Expand All | Collapse All **Add: My Wallet (30)** Quick-Fill Total 97.10 USD

*Date 03/01/2019 *Expense type **TR-In State-Lodging** Description hotel *Payment Type UTTYL Travel Card *Amount 97.10 *Currency USD

*Billing Type Expense **Receipt Split** Default Rate *Exchange Rate 1.00000000 Non-Reimbursable Base Currency Amount 97.10 USD No Receipt

*Location *Merchant Preferred Non-Preferred HOLIDAY INN SOUTH BROA

Accounting Details **SpeedChart**

To split an entry -

Under **Split With Another Expense** (bottom) click on the **Expense Type** drop down, then choose an additional "TR" type.

Click on the **Split** button

Base Currency Amount 97.10 USD Update

Split With Another Expense ?

Expense Type Split

Split with another expense will subtract from original expense while leaving current total unchanged.

Done

Enter the dollar amount of the new Expense Type in the **Amount Spent** box. Click on **Update**.

Repeat as needed.

Click on the **Done** button.

Expense Information ?

Expense TR-In State-Lodging 97.1 USD is being split with this expense, TR-In State-Lodging - Tax.

*Expense Date 03/01/2019

*Payment Type UTTYL Travel Card

*Billing Type Expense

*Merchant (Choose One)

Non-preferred HOLIDAY INN SOUTH BROA

Description hotel

249 characters remaining

Non-Reimbursable

No Receipt

*Amount Spent 10.00

*Currency USD

*Exchange Rate 1.00000000

Default Rate

Base Currency Amount 10.00 USD Update

Current Expenses on Receipt ?

Date	Type	Amount
03/01/2019	TR-In State-Lodging	87.10 USD
03/01/2019	TR-In State-Lodging - Tax	10.00 USD
	Current Total	97.10 USD
	Receipt Total	97.10 USD
	Balance	0.00 USD

Split With Another Expense ?

Expense Type Split

Split with another expense will subtract from original expense while leaving current total unchanged.

Done

The new split entries will have been added to the report.

To enter more entries from the **My Wallet** screen, click on the [My Wallet](#) hyperlink, then once again, follow instructions found on page 2 that begin with “Under Expense type, click on...”

The screenshot shows the 'Create Expense Report' interface. The user is Chris Stonestreet. The form contains the following fields and values:

- *Business Purpose: TRV-Participate/Officiate Evnt
- *Report Description: test
- Reference: TA#
- Comment: test
- Default Location: TX DALLAS
- Attachments: [icon]
- Last Updated: 06/07/2019 8:26:35AM By

On the right, the 'Budget Information' panel shows:

- Budget Status: Not Budget Checked
- Budget Options: [link]
- Actions: ...Choose an Action [dropdown] [GO]

At the bottom, the 'Expenses' section shows 'Add: My Wallet (30)' with a red box around the button, and 'Quick-Fill' next to it. The total amount is 97.10 USD.

To add out of pocket expenses, click on the plus sign box.

The screenshot shows the bottom section of the expense entry form. It includes a date field (03/01/2019), a description field, a currency field (0.00 USD), and a plus sign button highlighted in a red box. Below the description field, it says '254 characters remaining'.

When all entries are complete;

Attach receipts and all back up documentation, Ex. Substation of Business Meeting and Entertainment Expense Form.

Click on the [Save For Later](#) hyperlink

Click on the [Budget Options](#) hyperlink

Click on the **Budget Check** then **OK**

Click on the [Summary and Submit](#) hyperlink

Click on the **Submit Expense Report** button

Click on the **OK** button