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.

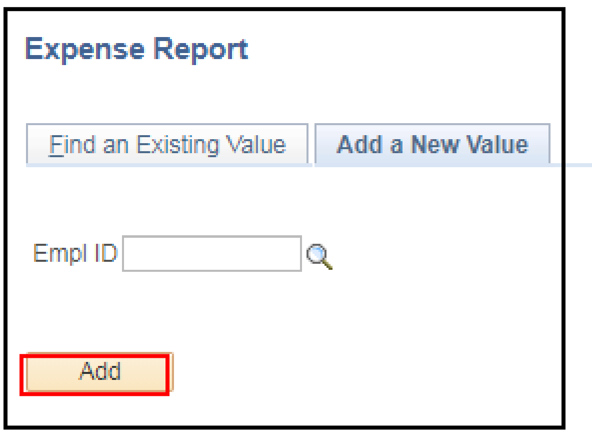
Navigation NavBar  **>Navigator** 

>Financials >Travel and Expenses>Travel and Expense Center>Expense Report>Create/Modify

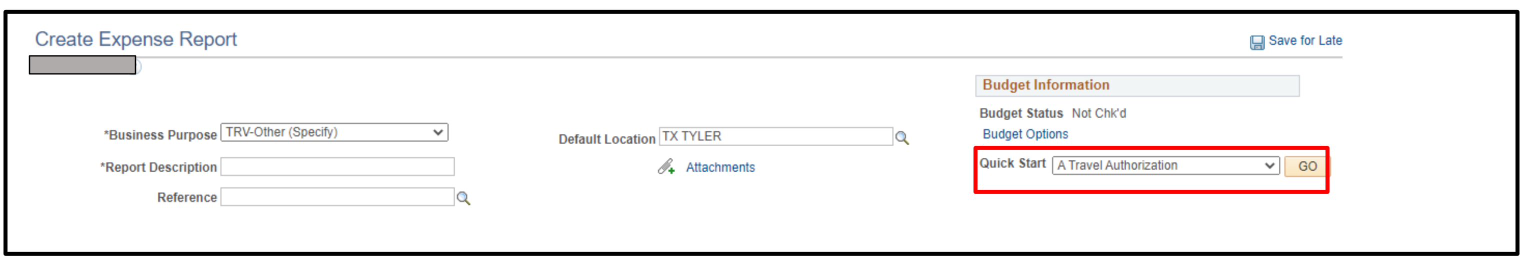
OR

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**



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



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)**.

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

The selected entries are added to the Expense Report.

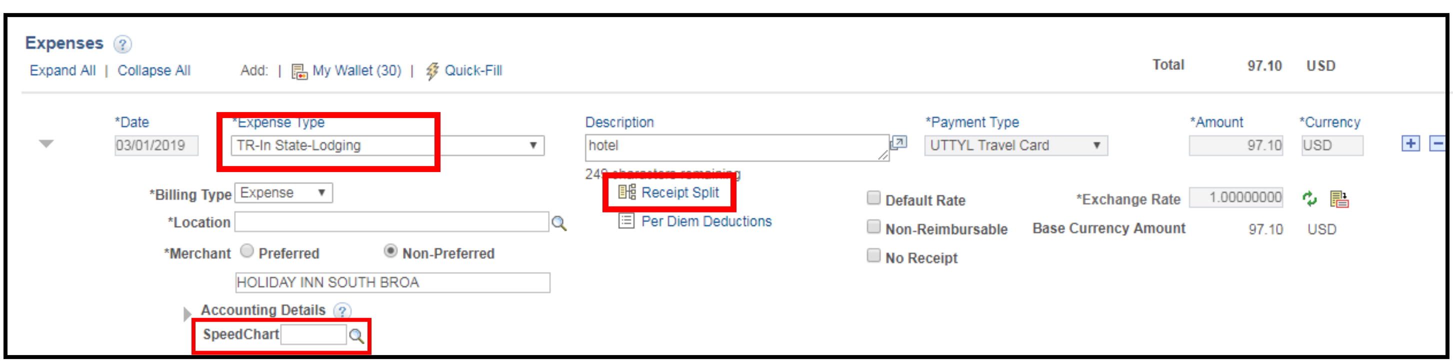
The stated "Wallet…" Expense Type pulled in with the My Wallet transactions are NOT valid and MUST be changed.

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).

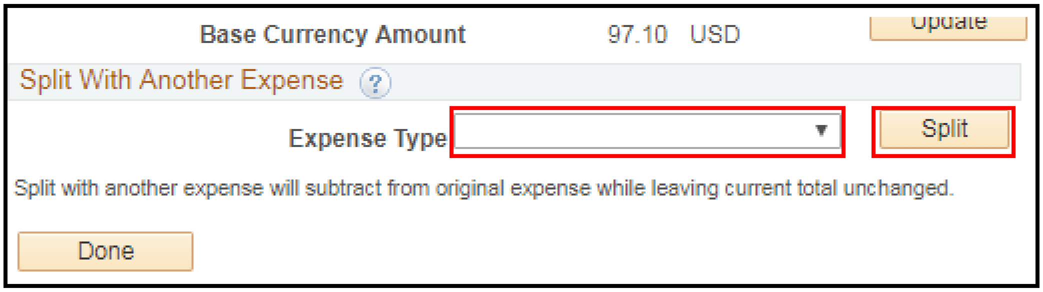
If the entry needs to be **Split**, such as a hotel bill split into Lodging – Lodging Tax – Parking, then click on the **Receipt Split** hyperlink.



To split an entry -

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

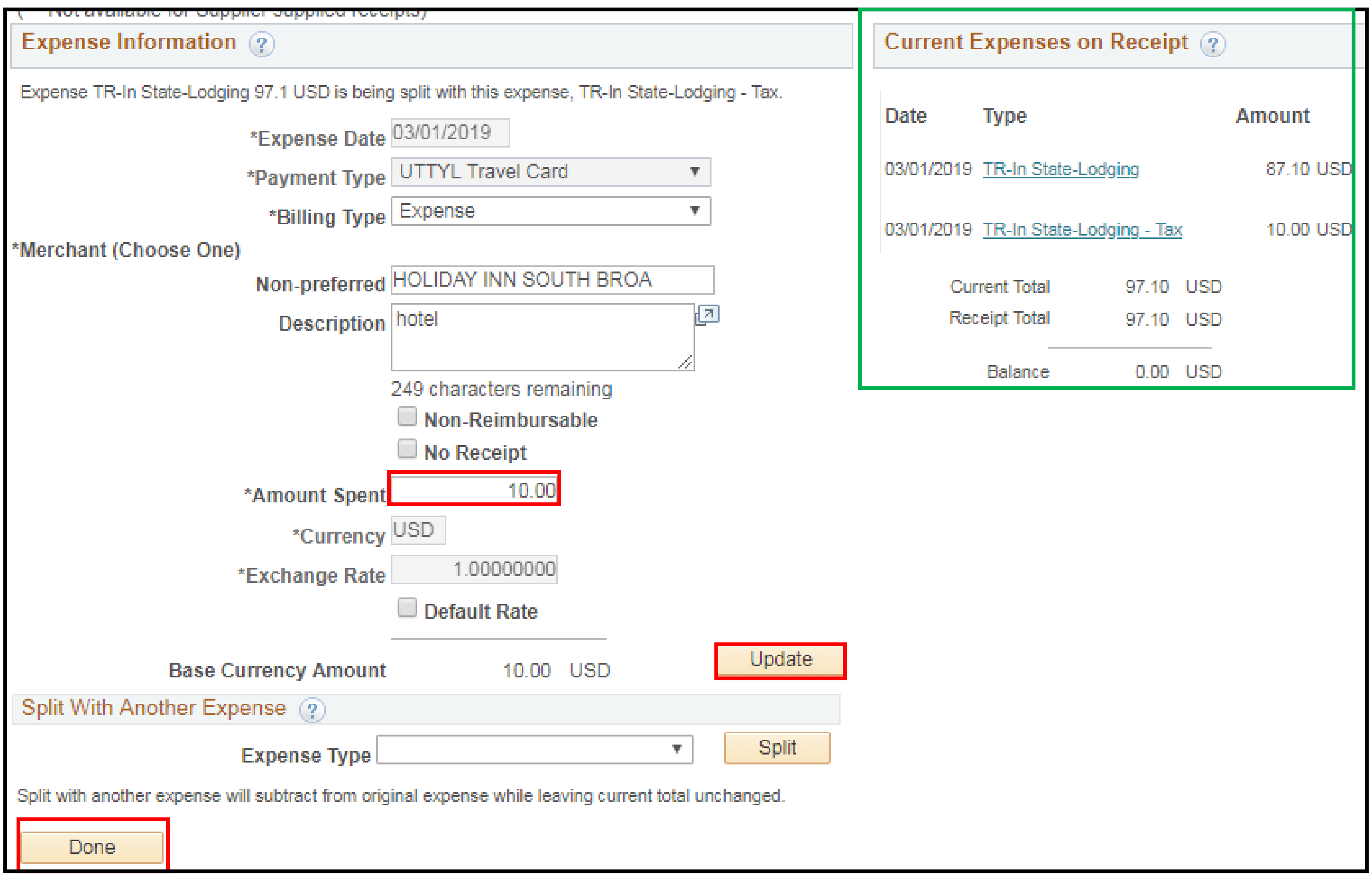
Click on the **Split** button



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

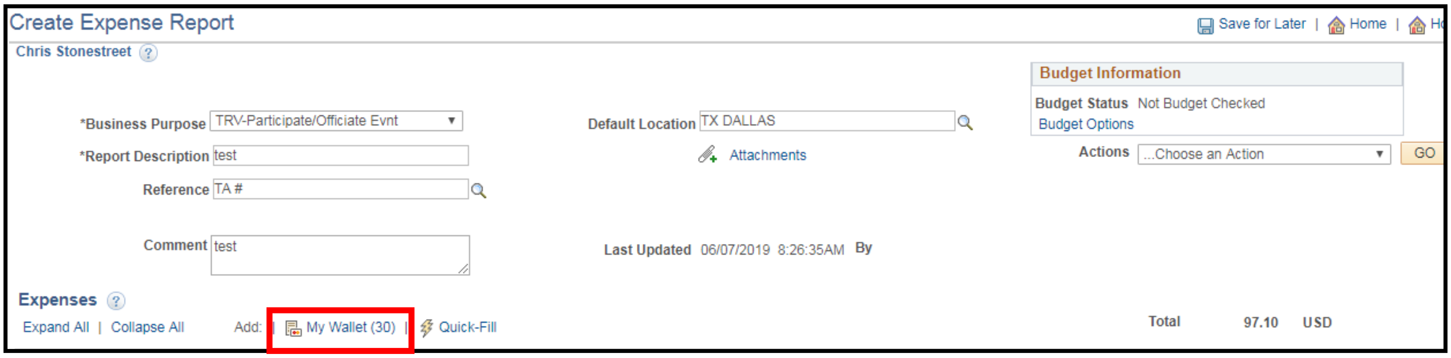
Repeat as needed.

Click on the **Done** button.

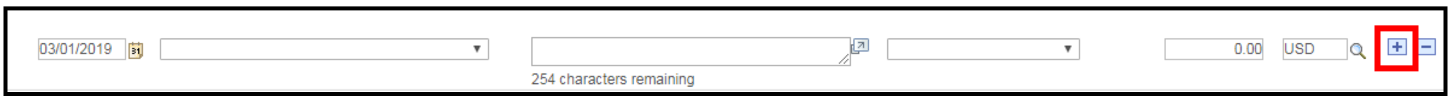


The new split entries will have been added to the report.

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…”



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



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