Create a My Wallet Expense Report

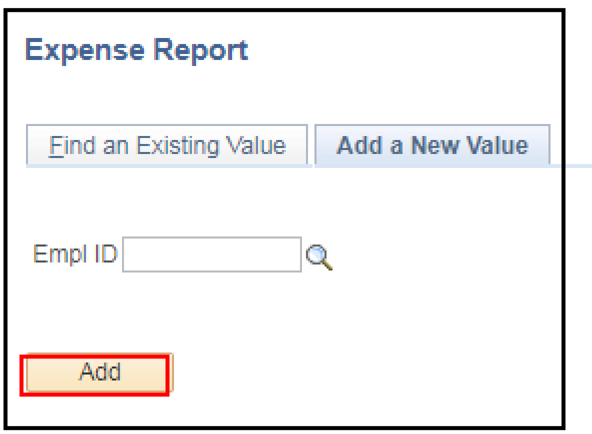
A My Wallet Expense Report is created for paying travel card charges and any, if applicable, out-of-pocket travel expenses.

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

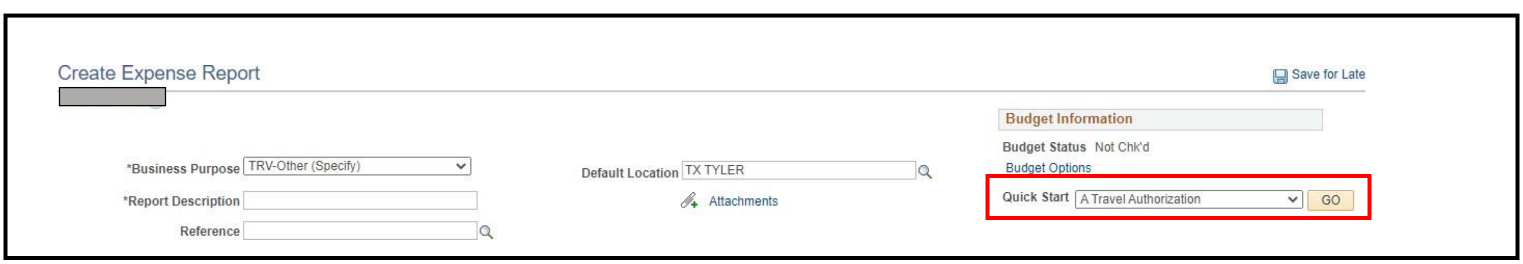
OR

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**

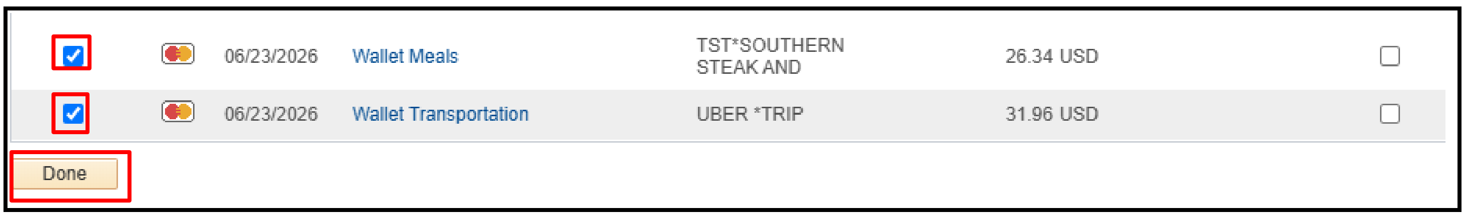


Complete the **General Information** section as for any Expense Report or pull in the Travel Authorization. Please create a new Expense Report for each Travel Authorization.



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.

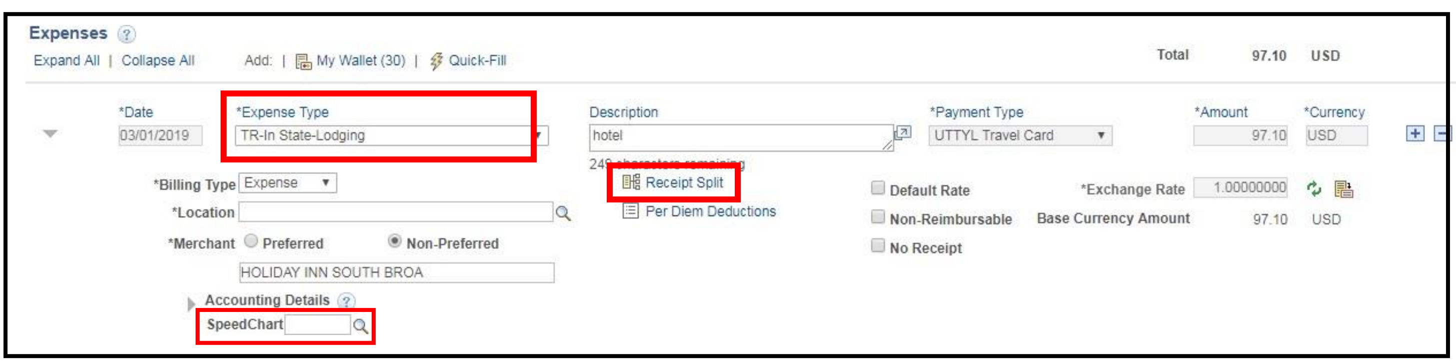
Click on the drop down and change the My Wallet Expense Type to the correct TR-In State/Out of State option on each entry.

Enter any **Description** that is needed.

Enter the Cost Center into the **Speed Chart** (if the correct Cost Center is 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.

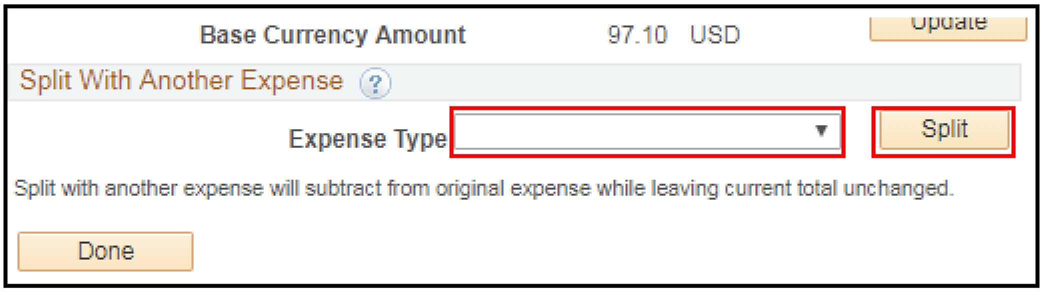
NOTE: If travel includes lodging in both in state and out of state locations, expenses must be coded accordingly, to agree with lodging receipts.



To split an entry -

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

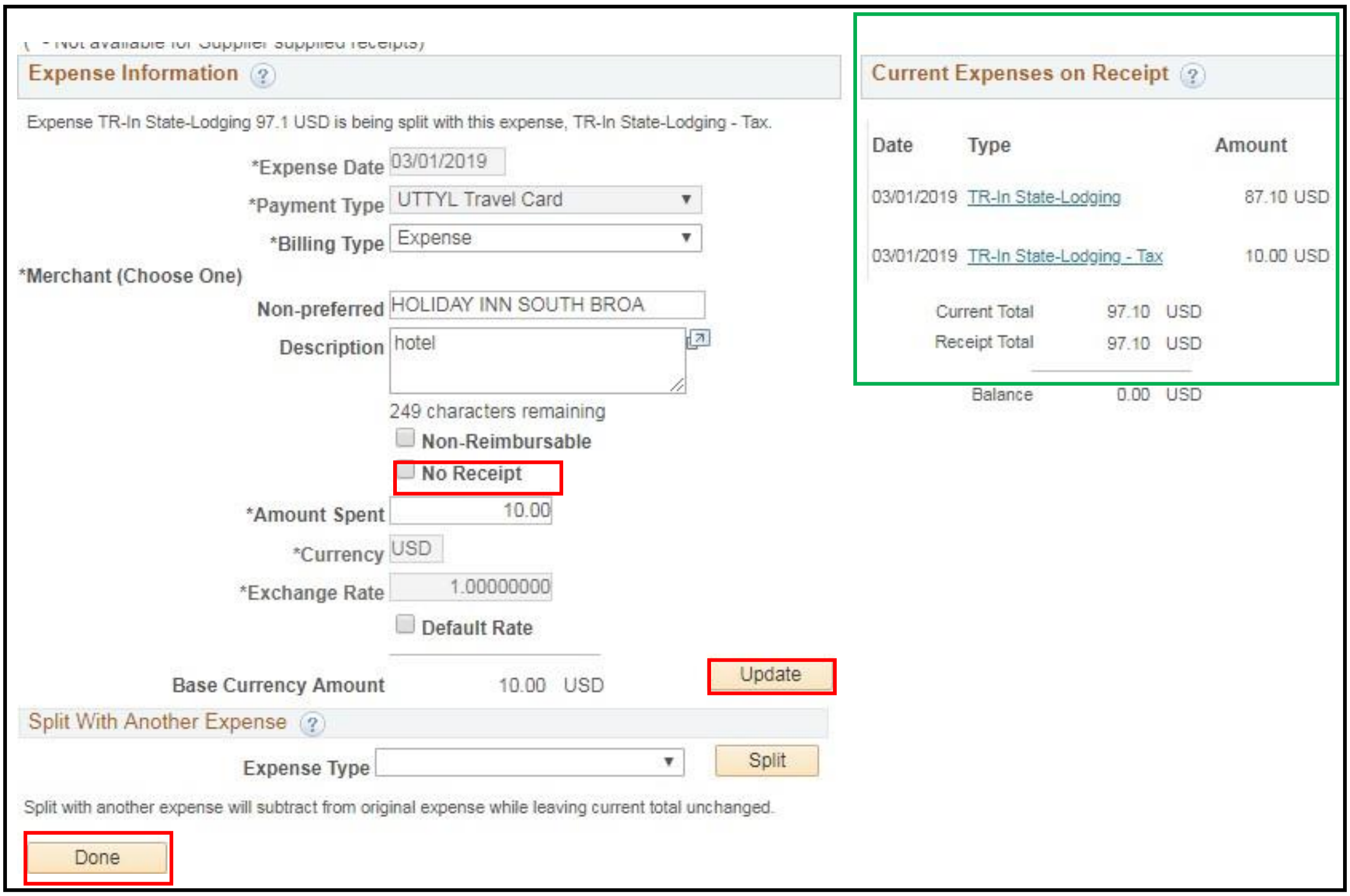
Click on the **Split** button



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

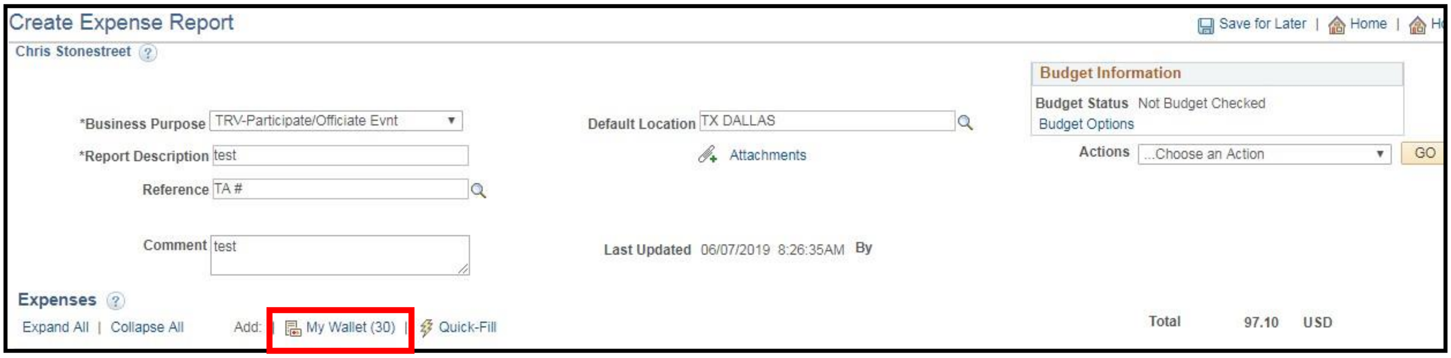
Repeat as needed.

Click on the **Done** button.

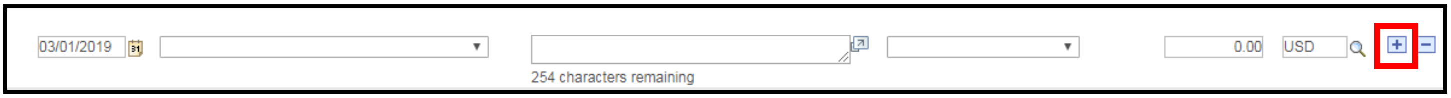


The new split entries will have been added to the report.

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