

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.

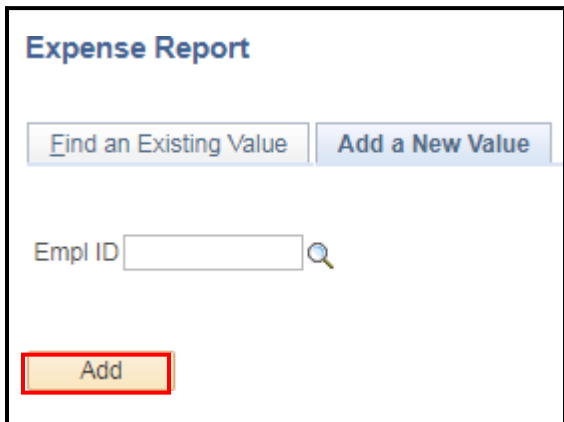
Navigation NavBar  >Menu >Financials >Travel and Expenses>Travel and Expense Center>Expense Report>Create/Modify

OR

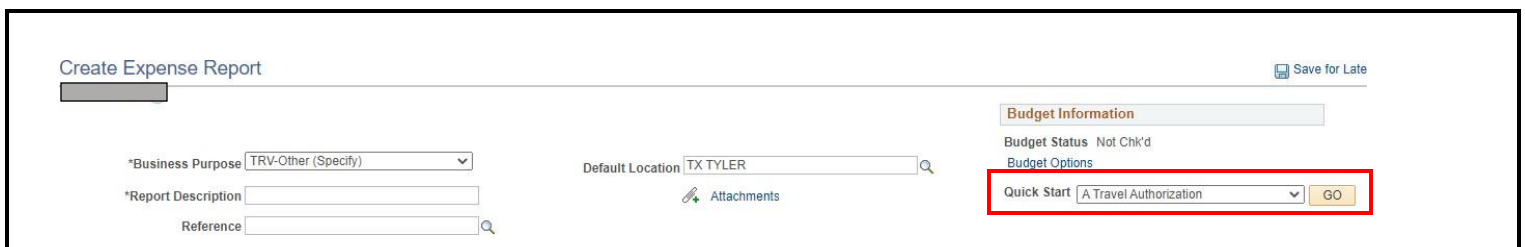
From the home screen click on the drop down menu and choose the **Travel & Expense** landing page then click on the **Create Expense Report** tile.



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

A form titled "Expense Report" in blue. 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 magnifying glass icon. At the bottom left, there is a yellow button labeled "Add" which is highlighted with a red rectangle.

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.

A screenshot of the "Create Expense Report" form. It has a header "Create Expense Report" and a "Save for Later" link. The form is divided into sections: "Business Purpose" with a dropdown menu, "Report Description" with a text input, "Reference" with a text input, "Default Location" with a text input, "Attachments" with a link icon, "Budget Information" with a section header, "Budget Status" with a text input, "Budget Options" with a section header, and "Quick Start" with a dropdown menu and a "GO" button. The "Quick Start" section is highlighted with a red rectangle.

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 GO

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.

☒		06/23/2026	Wallet Meals	TST*SOUTHERN STEAK AND	26.34 USD	☐
☒		06/23/2026	Wallet Transportation	UBER *TRIP	31.96 USD	☐
Done						

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.

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 UTYYL Travel Card *Amount 97.10 *Currency USD

*Billing Type Expense 249 characters remaining Receipt Split Per Diem Deductions ☐ Default Rate ☐ Non-Reimbursable ☐ No Receipt

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

Accounting Details SpeedChart

*Exchange Rate 1.00000000 Base Currency Amount 97.10 USD

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

Split With Another Expense ?

Expense Type Split

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

Done

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

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...”

Create Expense Report

Chris Stonestreet

*Business Purpose: TRV-Participate/Officiate Evnt

*Report Description: test

Reference: TA #

Comment: test

Default Location: TX DALLAS

Attachments

Last Updated: 06/07/2019 8:26:35AM By

Budget Information

Budget Status: Not Budget Checked

Budget Options

Actions: ...Choose an Action GO

Expenses

Expand All | Collapse All

Add: **My Wallet (30)** Quick-Fill

Total: 97.10 USD

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

03/01/2019

254 characters remaining

0.00 USD

+

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