

TRAVEL CARD EXPENSE REPORT

Quick Reference Guide

1. *Expense Reports* are **REQUIRED** to be completed within 60 days from the return date of the trip to comply with the University Travel Policy and IRS regulations.
2. If a **Travel Authorization** was approved prior to the trip, populate the *Expense Report* with the *Travel Authorization* and **Save**.
 - **NOTE:** Those lines that were created with a payment type of 'VISA' in the *Travel Authorization* should be deleted and repopulated by the transactions in **My Wallet**. Then, apply Cash Advance, if applicable.

3. Upon creation of the *Expense Report*, the **My Wallet** tab displays the number of entries available to apply to the *Expense Report*.
 - Transactions from **My Wallet** must be added to an *Expense Report*. Do **NOT** create a new line to an expense report for any Travel Card transactions, you must pull them over from **My Wallet**.
4. The user can select the **My Wallet** link to add or use the *Quick Start* menu option to populate the *Expense Report* with **My Wallet** entries.

Select	Logo	Date	Expense Type	Merchant	Amount	Currency	Non-Reimbursable
<input checked="" type="checkbox"/>		10/13/2019	Hotel/Lodging	SURFSIDE INN AND SUITES	401.64	USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>		10/11/2019	Air Travel	AMERICAN AIR0010658049061	37.49	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/09/2019	Air Travel	AMERICAN AIR0012382667866	11.20	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/09/2019	Air Travel	AMERICAN AIR0012382667865	11.20	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/09/2019	Air Travel	AMERICAN AIR0012382667845	5.60	USD	<input type="checkbox"/>
<input type="checkbox"/>		09/10/2019	Gas, Parking & Tolls	Renaissance Hotel	20.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		09/10/2019	Parking Travel Related	Renaissance Hotel	40.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		09/10/2019	Hotel/Lodging	Renaissance Hotel	157.28	USD	<input type="checkbox"/>
<input type="checkbox"/>		09/10/2019	Domestic Hotel	Renaissance Hotel	314.56	USD	<input type="checkbox"/>

- 5. From **My Wallet**, select the transactions and select **Done**.
- 6. **Expense Types** are associated to each transaction automatically as they populate the **Expense Report**.
- 7. To apply the transaction to the correct account number, a **Billing Type** must be selected, unless the expense type is a business meal or registration.

▼	07/17/2019 Hotel/Lodging Billing Type Domestic Travel	Hotel 249 characters remaining	✎	Visa Corporate Travel Card ✎	776.85 USD
			<input type="checkbox"/> Default Rate	Exchange Rate 1.00000000	📄

▼	07/16/2019 Ground Transportation Billing Type Domestic Travel	Hotel to airport 238 characters remaining	✎	Visa Corporate Travel Card ✎	24.04 USD
			<input type="checkbox"/> Default Rate	Exchange Rate 1.00000000	📄

- 8. After the **Expense Report** has been created, **My Wallet** will reflect the association of the **Expense Report** to the transaction.
- 9. **My Wallet** transactions can be reviewed at any time and can also be exported to Excel.
 - Change the **Transaction Status** drop down to **All Transaction Statuses, Assigned** or **Unassigned** a proxy or cardholder can see which transactions have been added to a report and which are still outstanding.

My Wallet
Review My Wallet Receipts

Search Criteria ?

From Date 01/28/2019 Through 01/28/2020 Search

*Receipt Data Source All Data Sources

Transaction Status All Transaction Statuses

Details ? Personalize | Find | View All | 1-20 of 20 | First | Last

Mark for Delete	Date	Expense Type	Merchant	Additional Details	Attachments	Amount	Non-Reimbursable	Days Overdue	Doc Type	ID
<input type="checkbox"/>	10/17/2019	Gas, Parking & Tolls	06747-LOUISVILLE AIRPORT		📎	65.00 USD	<input type="checkbox"/>	0	Expense Report	0000035990
<input type="checkbox"/>	10/13/2019	Ground Transportation	MEARS TRANS. AIRPORT		📎	22.00 USD	<input type="checkbox"/>	0	Expense Report	0000035990
<input type="checkbox"/>	10/13/2019	Hotel/Lodging	SURFSIDE INN AND SUITES		📎	401.64 USD	<input type="checkbox"/>	73		
<input type="checkbox"/>	10/11/2019	Air Travel	AMERICAN AIR0012383030356		📎	11.20 USD	<input type="checkbox"/>	0	Expense Report	0000035990