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.
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.

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.