TRAVEL CARD and MY WALLET

Travel Authorization

Prior to travel, the Employee or Proxy may complete a Travel Authorization, (if applicable).

A travel authorization is required for all out of country or group travel or if requesting a Cash Advance. In addition, the employee's department/division may also require a Travel Authorization as prior approval for travel.

When completing the Travel Authorization select the payment type of 'VISA' for those transactions that will be charged to the Corporate Travel Card. These transactions will not be encumbered when used with the designated Expense Types, as they are considered non-reimbursable.

Designated Expense Types

Air Travel

Automobile Rental

Hotel/Lodging

Gas, Parking & Tolls

Ground Transportation

Miscellaneous Expense

Non-Per Diem & Incidentals

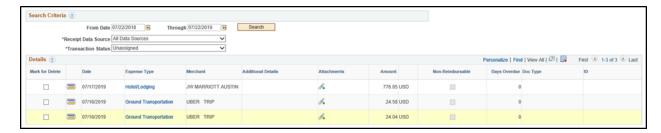
*A **Billing Type** will need to be selected for each line to associate the correct account number when using these designated Expense Types.

During Travel/Trip:

Collect receipts over \$30.00 as required by the University's Travel Policy. Transactions will appear in Employee Self-Service section of Travel and Expenses, 'My Wallet', within three to four days of the charges.

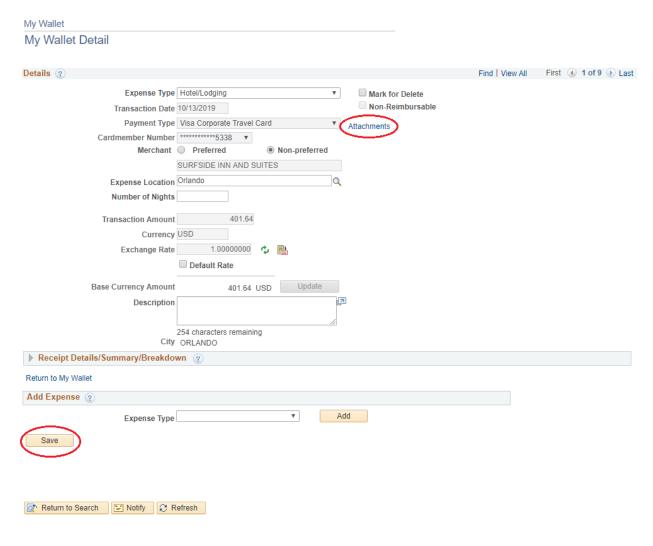
Navigation for My Wallet

Navigator>Employee Self Service>Travel and Expenses>My Wallet



Receipts/attachments can be added directly to the transaction in My Wallet prior to creating an expense report.

Click on the blue Expense Type link for the transaction to open a detailed page. From there, click the attachment link to add the receipt. After successfully uploading the attachment(s) click Save.



After Travel/Trip:

The Employee will receive a notification of Unassigned My Wallet Transactions.

Subject: Unassigned My Wallet Transactions require your action

You have My Wallet Transactions for the below listed total amount and they have not been imported into expense report. Please review the list and take the necessary action:

- Import your wallet transactions to a new or existing expense report, or;
- 2) If the wallet transaction is no longer needed, please mark the transaction to delete

Employee:

Total Amount:

To review the detail transactions, you can navigate directly to the My Wallet page by clicking the link below:

If the expense was purchased in advance of travel (e.g. registration, airfare) the notification can be disregarded until travel is complete.

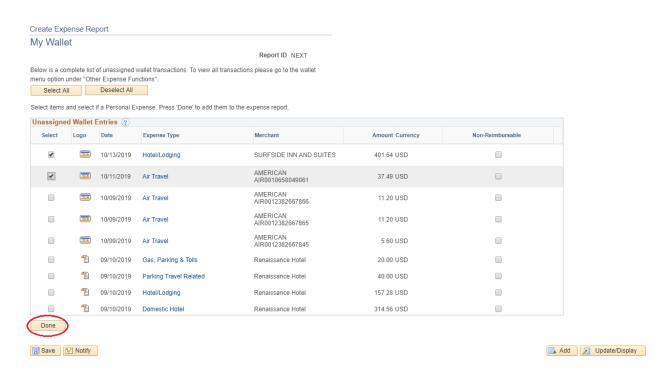
Expense Report

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.

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 deleted and repopulated by the transactions in 'My Wallet'. Then apply Cash Advance, if applicable.

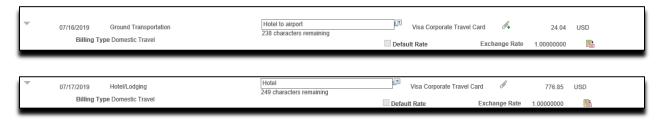


Upon creation of the Expense Report, the My Wallet link displays the number of entries available to apply to the Expense Report. The user can select the My Wallet link to add or use the Quick Start menu option to populate the Expense Report with My Wallet entries.



From My Wallet, select the transactions and click Done.

Expense Types are associated to each transaction automatically as they populate the Expense Report. 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.



After the Expense Report has been created, 'My Wallet' will reflect the association of the Expense Report to the transaction.

My Wallet transactions can be reviewed at any time. By changing 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.

Transactions can also be exported to excel.

