

## **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**

Search Criteria

From Date07/22/2018

Through07/22/2019

Search

\*Receipt Data SourceAll Data Sources

\*Transaction StatusUnassigned

Details

Personalize | Find | View All | 20 | First 1-3 of 3 | Last

Mark for Delete	Date	Expense Type	Merchant	Additional Details	Attachments	Amount	Non-Reimbursable	Days Overdue	Doc Type	ID
<input type="checkbox"/>	07/17/2019	<a href="#">Hotel/Lodging</a>	JW MARRIOTT AUSTIN			776.85 USD	<input type="checkbox"/>	0		
<input type="checkbox"/>	07/16/2019	<a href="#">Ground Transportation</a>	UBER TRIP			24.58 USD	<input type="checkbox"/>	0		
<input type="checkbox"/>	07/16/2019	<a href="#">Ground Transportation</a>	UBER TRIP			24.04 USD	<input type="checkbox"/>	0		

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.

My Wallet

My Wallet Detail

Details
Find | View All
First
1 of 9
Last

Expense Type
Hotel/Lodging
Transaction Date
10/13/2019
Payment Type
Visa Corporate Travel Card
Cardmember Number
\*\*\*\*\*5338
Merchant
Preferred
Non-preferred
SURFSIDE INN AND SUITES
Expense Location
Orlando
Number of Nights
Transaction Amount
401.64
Currency
USD
Exchange Rate
1.00000000
Default Rate
Base Currency Amount
401.64 USD
Update
Description
254 characters remaining
City
ORLANDO

Mark for Delete
Non-Reimbursable
Attachments

Receipt Details/Summary/Breakdown

Return to My Wallet

Add Expense
Expense Type
Add
Save

Return to Search
Notify
Refresh

## 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:

- 1) 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 be deleted and repopulated by the transactions in 'My Wallet'.** Then apply Cash Advance, if applicable.

The screenshot shows the 'Create Expense Report' form. At the top, it says 'Create Expense Report' with a 'Save for Later' button. Below this, the user's name 'Sandra See' is displayed. The form contains several input fields: '\*Business Purpose' (a dropdown menu), '\*Report Description' (a text field), 'Reference' (a text field with a search icon), 'Default Location' (a text field with a search icon), and '\*From Date' and '\*Through Date' (date pickers). There is also a 'Quick Start' dropdown menu set to 'Populate From' and a 'GO' button. Below the input fields, there is a section for 'Expenses' with a 'Quick-Fill' button. At the bottom right, the 'Total' is displayed as '0.00 USD'.

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.

Create Expense Report

My Wallet

Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

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"/>

Done

Save Notify Add Update/Display

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.

▼	07/16/2019	Ground Transportation	Hotel to airport 238 characters remaining	24	Visa Corporate Travel Card	24.04	USD
		Billing Type Domestic Travel			Default Rate	Exchange Rate 1.00000000	
▼	07/17/2019	Hotel/Lodging	Hotel 249 characters remaining	24	Visa Corporate Travel Card	776.85	USD
		Billing Type Domestic Travel			Default Rate	Exchange Rate 1.00000000	

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.

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 | First 1-20 of 20 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