Controller's Office – Travel and Expense

Travel Card
Preparing an Expense Report using My Wallet

Table of Contents

I. Objectives

By the end of this procedure, you should be able to:

- Review/update Expense Types in My Wallet
- Create an Expense Report using My Wallet

II. Action Grid for Expense Reports

EXPENSE REPORT ACTIONS

	Create/Modify	View	Delete	Withdraw	Print	Cancel
	Add a new value to create and submit or Save for Later to modify (Pending Status)	View transactions (Any Status)	Save for Later, but not submitted for approval (Pending Status). Returned by the approver for modifications. Or, withdrawn placing it back into a Pending Status.	Submitted for approval (Submitted Status), but not budget checked	Print transactions (Any status)	Contact the Accounts Payable Department to cancel an approved expense report
PROXY	✓	✓	✓	✓	✓	×
EMPLOYEE	✓	✓	✓	✓	✓	×

Note: If you have any problems processing an Expense Report please contact the Accounts Payable Department.

III. Tips and Tricks

Here are few tips and tricks that will help when creating an Expense Report using My Wallet:

- Collect **all receipts** from the employee (the traveler)
- Download the monthly statement from Bank of America, and **reconcile the monthly statement** using the receipts provided to you by the employee.
- Go into **My Wallet** to make sure all of the Expense Types are appropriate for Travel (Hotel/Lodging, Air Travel, and Registration). Change the expense types for those that are not.
- Be sure to have all receipts and monthly statement scanned as one document, ready to upload at the **Header** level.
- Use the **Default Accounting for Report** action to populate the accounting detail for each expense line. Just be sure to change it if different for a **line(s)**.

IV. Prerequisites

Before creating an Expense Report have the following available:

- All of the receipts and monthly statement for the trip scanned into one document
- A valid chartfield string

To retrieve a valid chartfield combination navigate to:

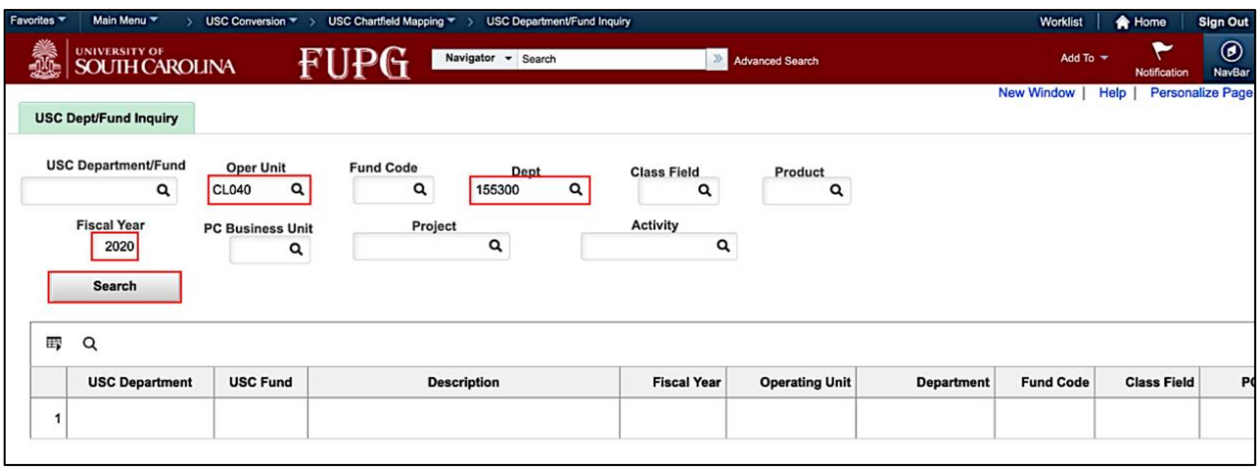
Main Menu > USC Conversion > USC Charfield Mapping > USC Department/Fund Inquiry

Use the "Crosswalk" page to identify the chartfield string is valid PeopleSoft. When using the Crosswalk, be sure to enter the current fiscal year to ensure you are using the correct chartfield string. You can perform a search using any of the fields at the top of the page to further refine your results.

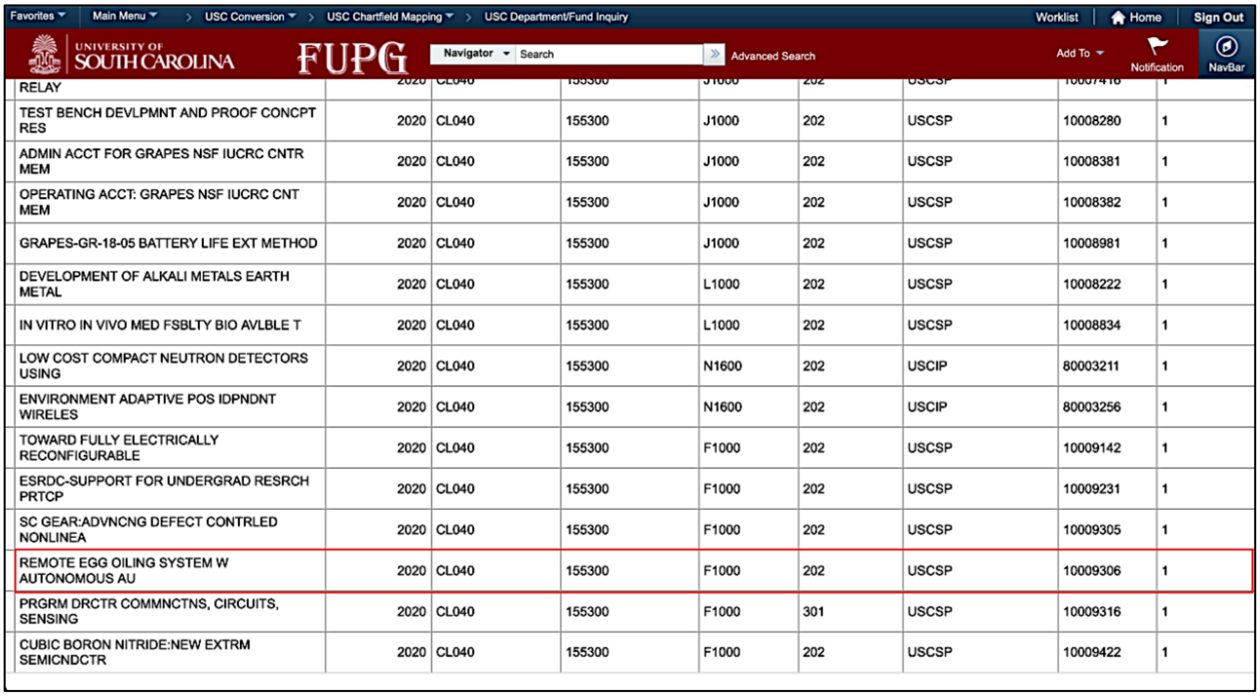
Step 1: Enter the appropriate information in any of the available fields to validate the chartfield string. For this example, the **Operating Unit** and **Department** are entered.

Step 2: Click in the **Fiscal Year** field and enter the current fiscal year.

Step 3: Click the **Search** button.



Step 4: Notice several valid chartfield strings are returned. Search for the one you need to verify.



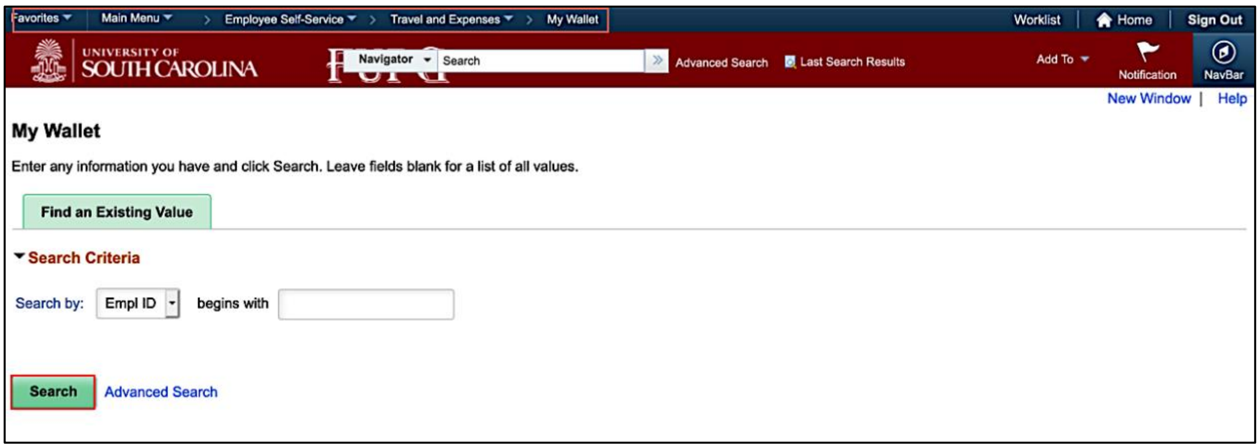
RELAY	2020	CL040	155300	J1000	202	USCSP	[illegible]	1
TEST BENCH DEVLPMNT AND PROOF CONCPT RES	2020	CL040	155300	J1000	202	USCSP	10008280	1
ADMIN ACCT FOR GRAPES NSF IUCRC CNTR MEM	2020	CL040	155300	J1000	202	USCSP	10008381	1
OPERATING ACCT: GRAPES NSF IUCRC CNT MEM	2020	CL040	155300	J1000	202	USCSP	10008382	1
GRAPES-GR-18-05 BATTERY LIFE EXT METHOD	2020	CL040	155300	J1000	202	USCSP	10008981	1
DEVELOPMENT OF ALKALI METALS EARTH METAL	2020	CL040	155300	L1000	202	USCSP	10008222	1
IN VITRO IN VIVO MED FSBLTY BIO AVLBLE T	2020	CL040	155300	L1000	202	USCSP	10008834	1
LOW COST COMPACT NEUTRON DETECTORS USING	2020	CL040	155300	N1600	202	USCIP	80003211	1
ENVIRONMENT ADAPTIVE POS IDPNDNT WIRELES	2020	CL040	155300	N1600	202	USCIP	80003256	1
TOWARD FULLY ELECTRICALLY RECONFIGURABLE	2020	CL040	155300	F1000	202	USCSP	10009142	1
ESRDC-SUPPORT FOR UNDERGRAD RESRCH PRTCP	2020	CL040	155300	F1000	202	USCSP	10009231	1
SC GEAR:ADVNCNG DEFECT CONTRLED NONLINEA	2020	CL040	155300	F1000	202	USCSP	10009305	1
REMOTE EGG OILING SYSTEM W AUTONOMOUS AU	2020	CL040	155300	F1000	202	USCSP	10009306	1
PRGRM DRCTR COMMNCTNS, CIRCUITS, SENSING	2020	CL040	155300	F1000	301	USCSP	10009316	1
CUBIC BORON NITRIDE:NEW EXTRM SEMICNDCTR	2020	CL040	155300	F1000	202	USCSP	10009422	1

V. Using My Wallet to Review/Update Expense Types

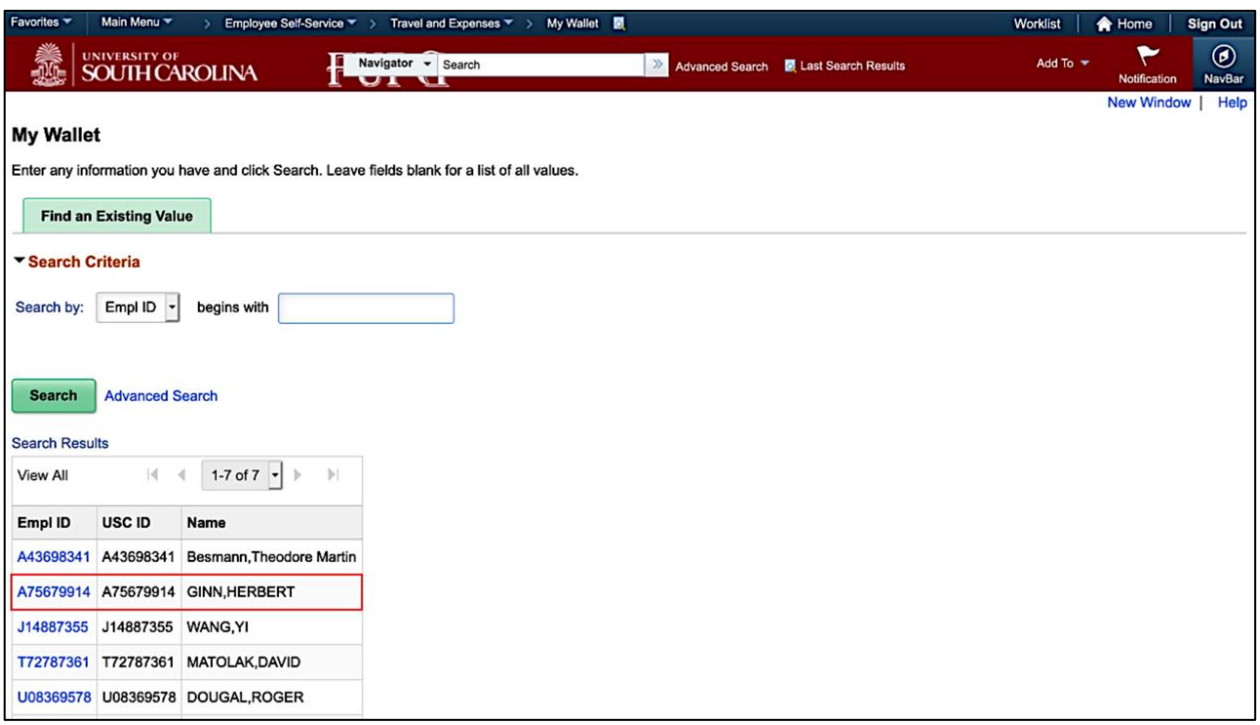
Each day, transactions will interface from Bank of America into PeopleSoft. These transactions are displayed and can be updated on the **My Wallet** page. Travel card liaisons or cardholders will use this page to change the expense type if not appropriately identified as Hotel/Lodging, Air Travel, and Registration. Liaisons will visit the My Wallet page the 26th of every month to ensure the expense types, for the current monthly statement, are correct and make all necessary updates.

Main Menu > Employee Self Service > Travel and Expenses > My Wallet

Step 1: Click the **Search** button to view the list of cardholders for which you are the liaison. Cardholders can select their employee ID if reviewing their own transactions.

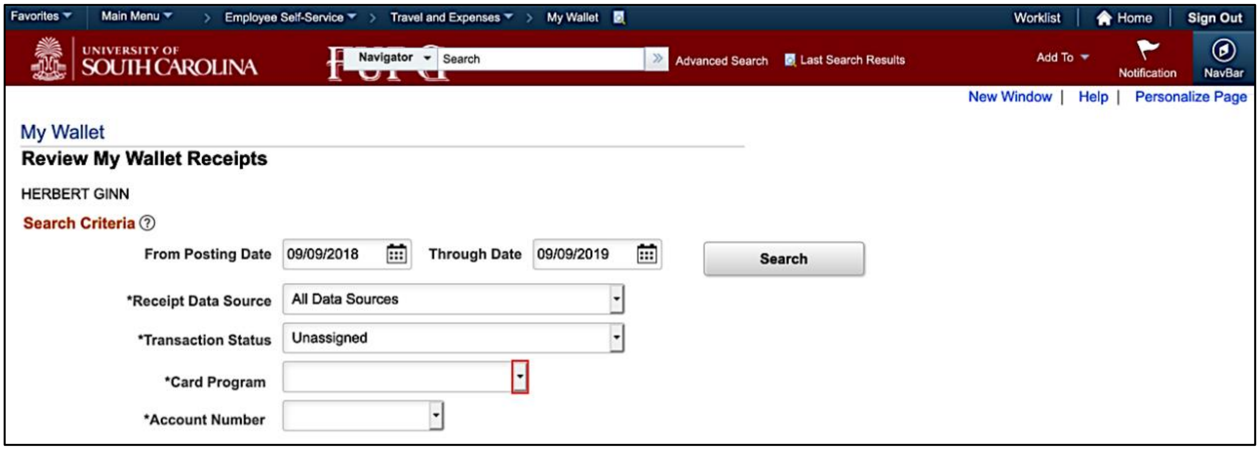


Step 2: Select a **cardholder** to display the **Review My Wallet Receipts** page. Liaisons will choose from a list of cardholders for which they are responsible.

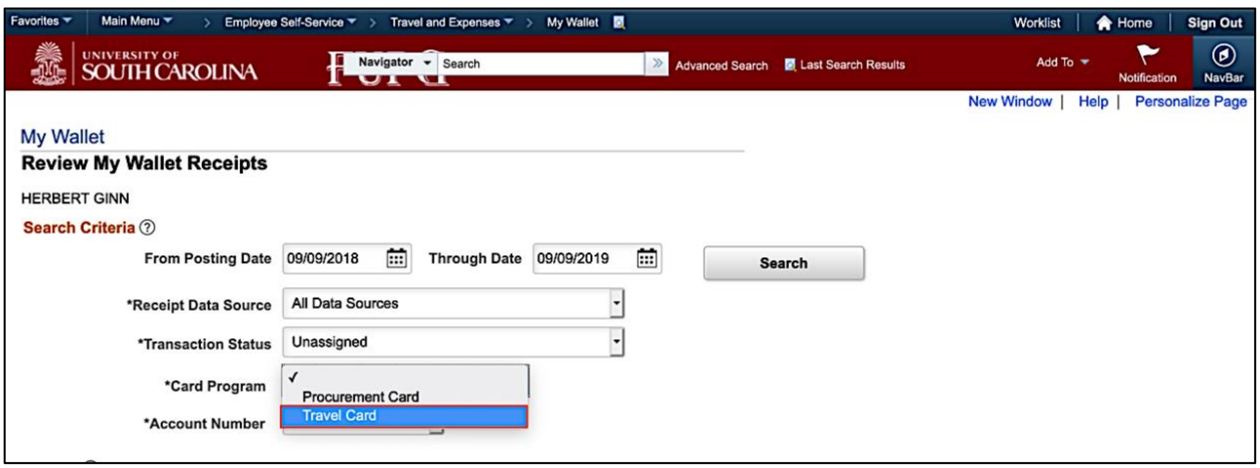


Note: The **Search Criteria,** Transaction Status, Card Program and Account Number, may default based on the Visa transactions loaded into My Wallet for the cardholder. For example, if the cardholder has transactions loaded for **only one** card account number, the My Wallet page will populate defaults. If the cardholder has transactions assigned to **different accounts or programs**, they will be required to select the card program and account number.

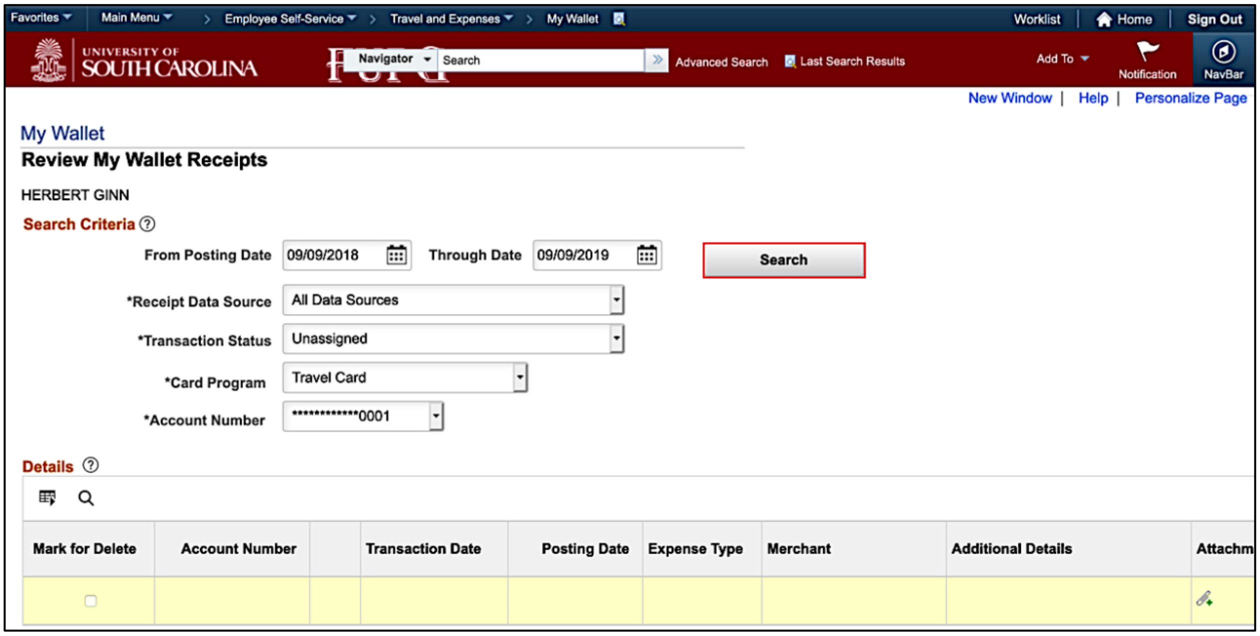
Step 3: Click the **Card Program** drop-down arrow.



Step 4: Select **Travel Card** from the list.

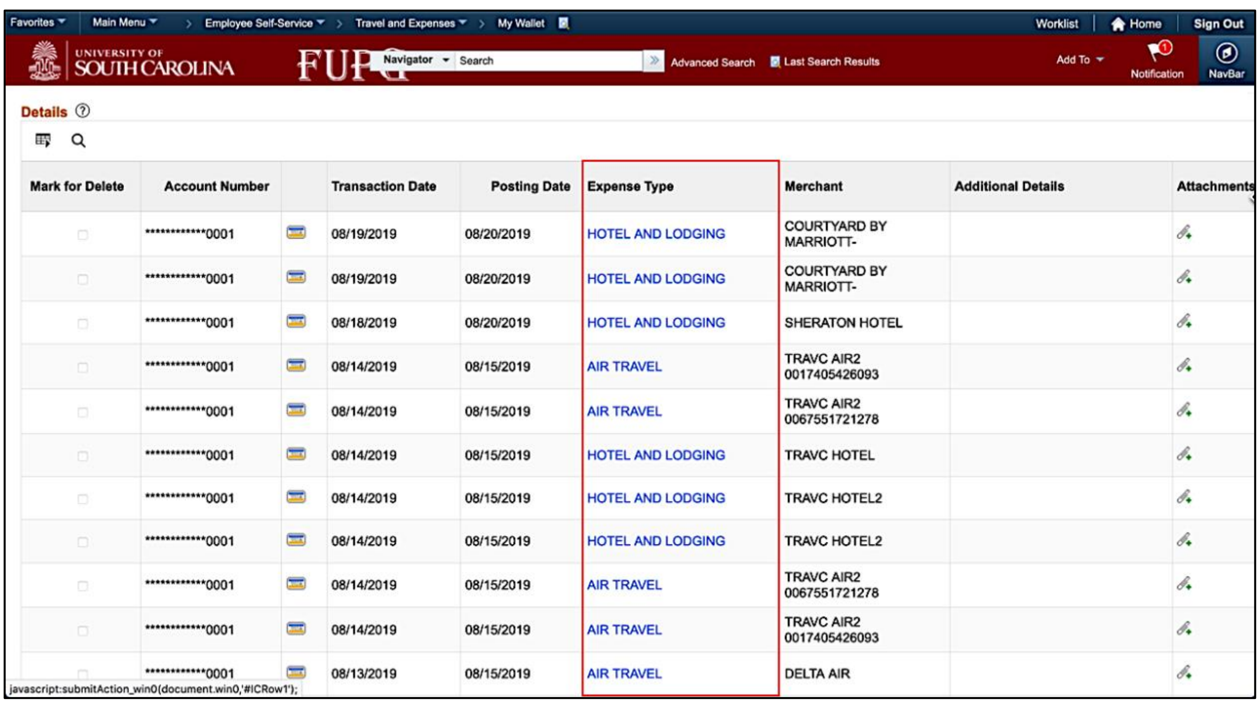


Step 5: Click the **Search** button after the Card Program and Account Number are populated correctly.

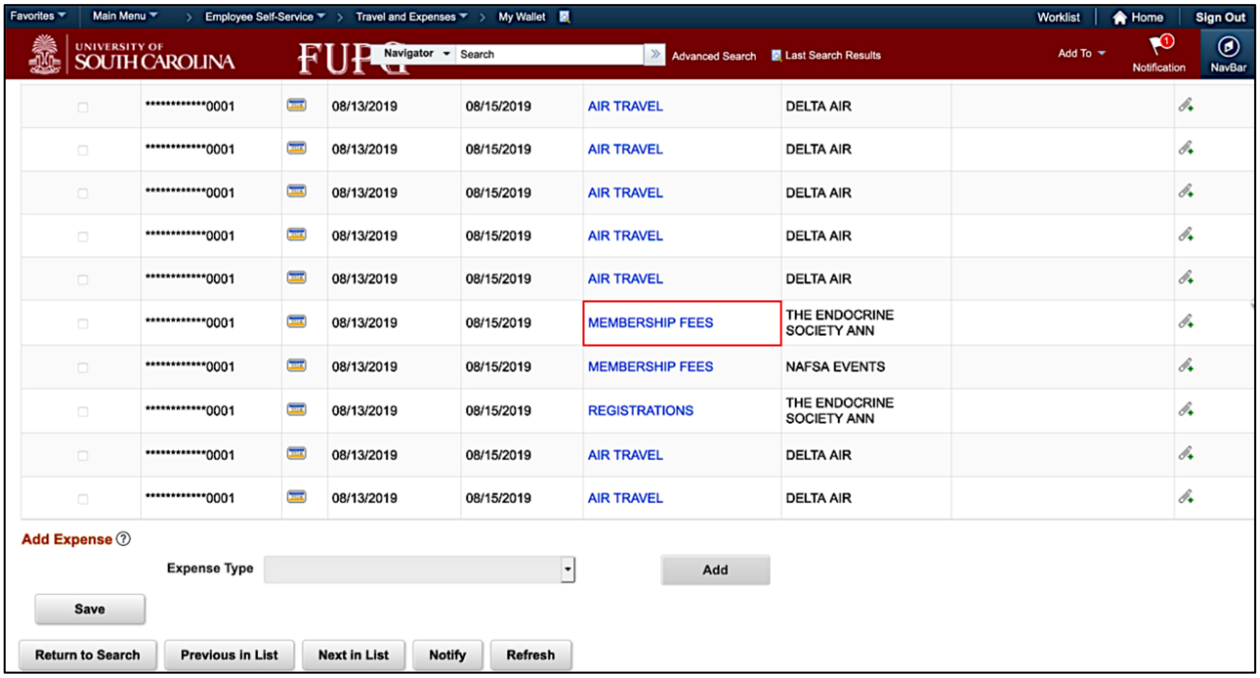


After clicking search, the page displays the account number, transaction date, visa posting date, the default expense type, the merchant interfaced from Visa, additional information entered by the cardholder or liaison, attachments and the transaction amount.

Step 6: Review each transaction to ensure all expense types are correct. If you find an incorrect expense type use the following steps to change the expense type.

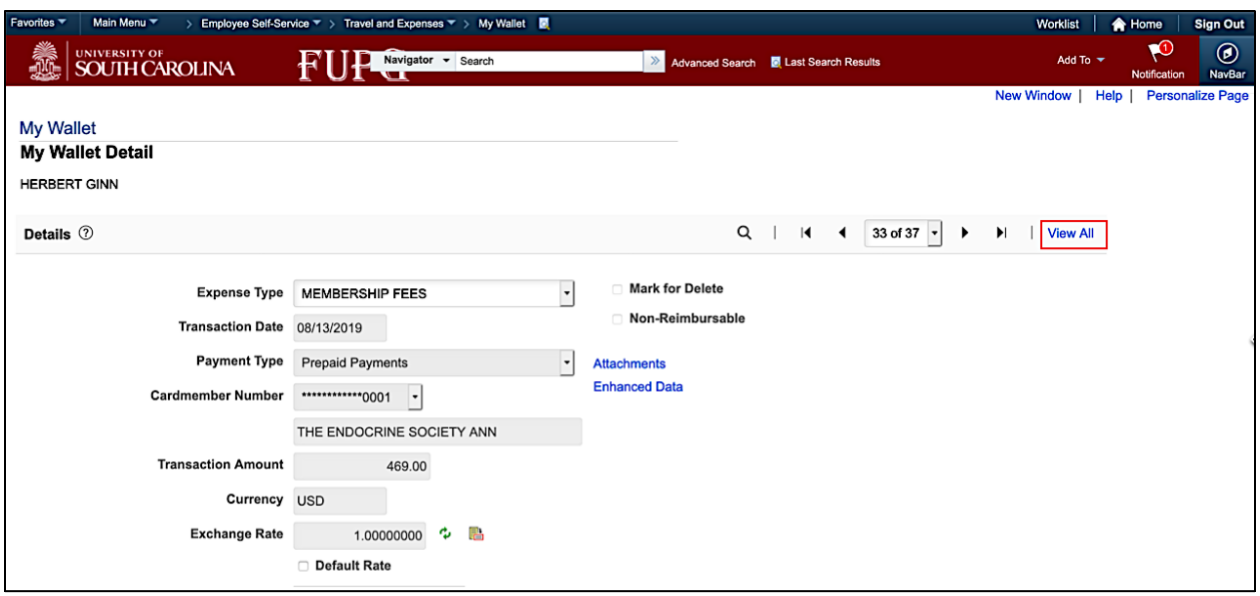


Step 7: While reviewing each transaction, you may need to change an expense type. To do this, click on the **Expense Type** to open the **My Wallet Detail** page.



On the **My Wallet Detail** page, the default Expense Type can be changed, the Expense Location updated and a Description added. When saved, all of this information will carry over from My Wallet into the expense report.

Step 8: To update each expense line, begin by clicking the **View All** link. This will allow you to scroll through each line one by one as you make all necessary updates.

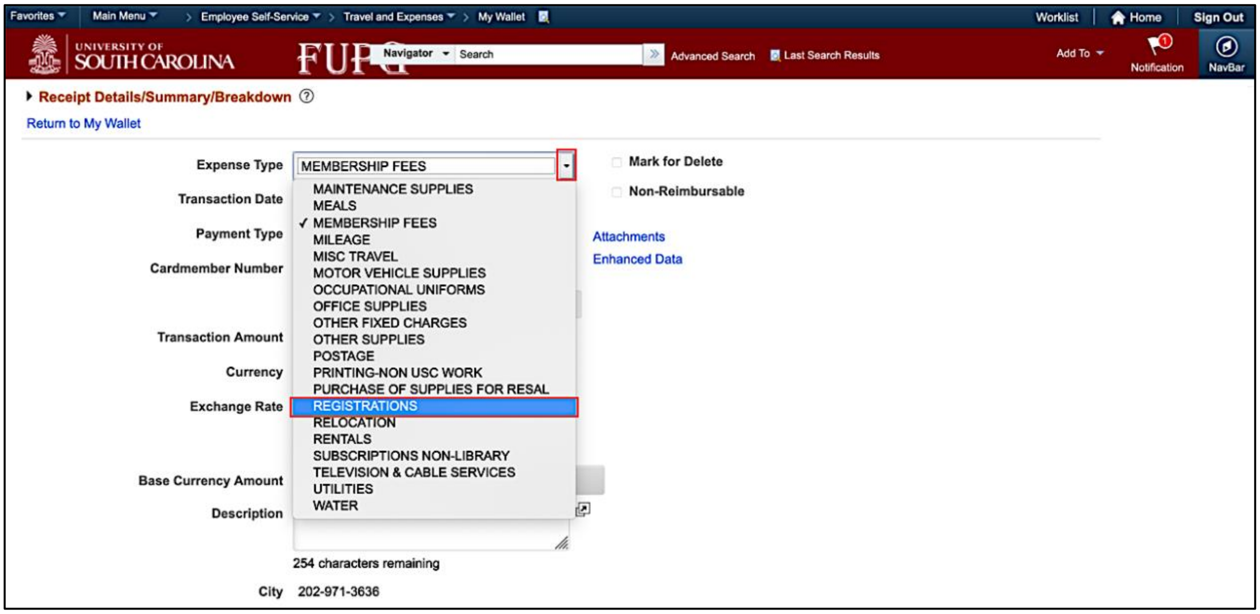


The first transaction now appears at the top of the screen. Add the Expense Location and Description for each transaction line. Be sure to change the expense type where applicable.

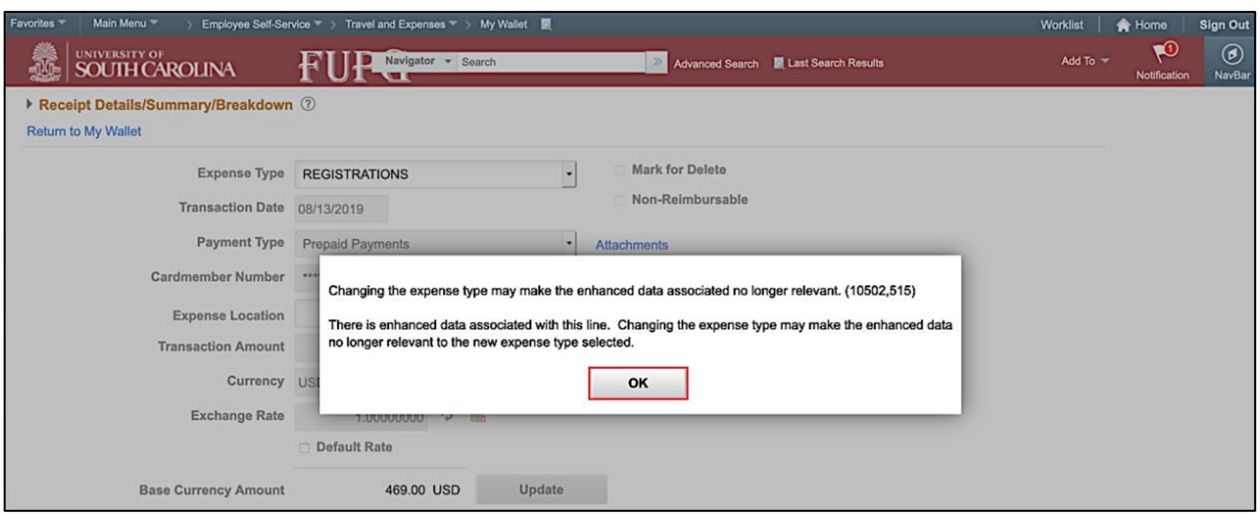
To update a transaction, use the steps below.

Step 9: Click the **Expense Type** drop-down arrow.

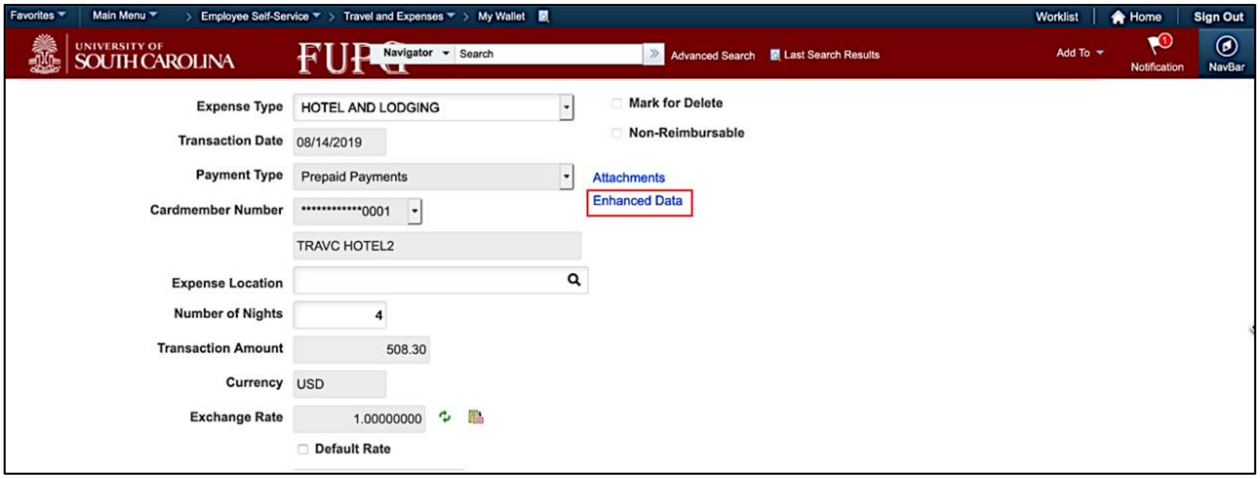
Step 10: Select the appropriate **Expense Type**. For this example, select **Registration**. Remember, the only expense types allowable for a Travel card are Hotel/Lodging, Air Travel, and Registration.



Step 11: Click the **OK** button to continue. The enhanced data is additional information and does not affect the expense line in any way.

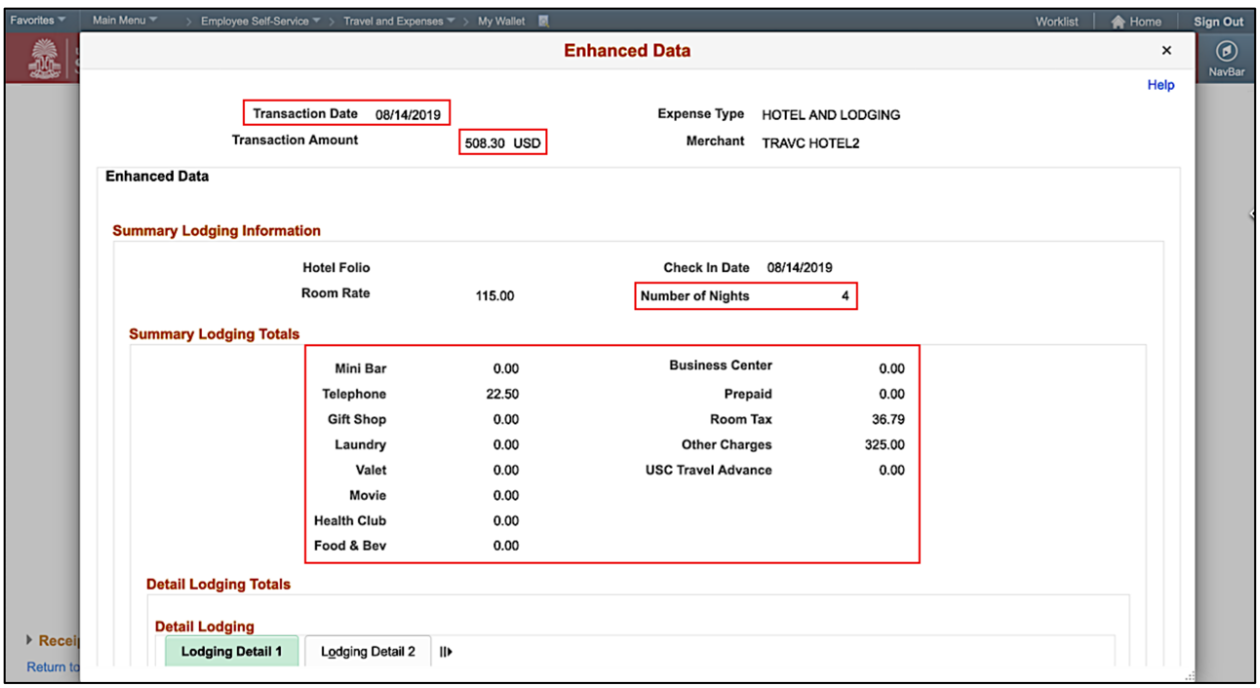


Step 12: Click the **Enhanced Data** link to see the transaction detail provided by the merchant.

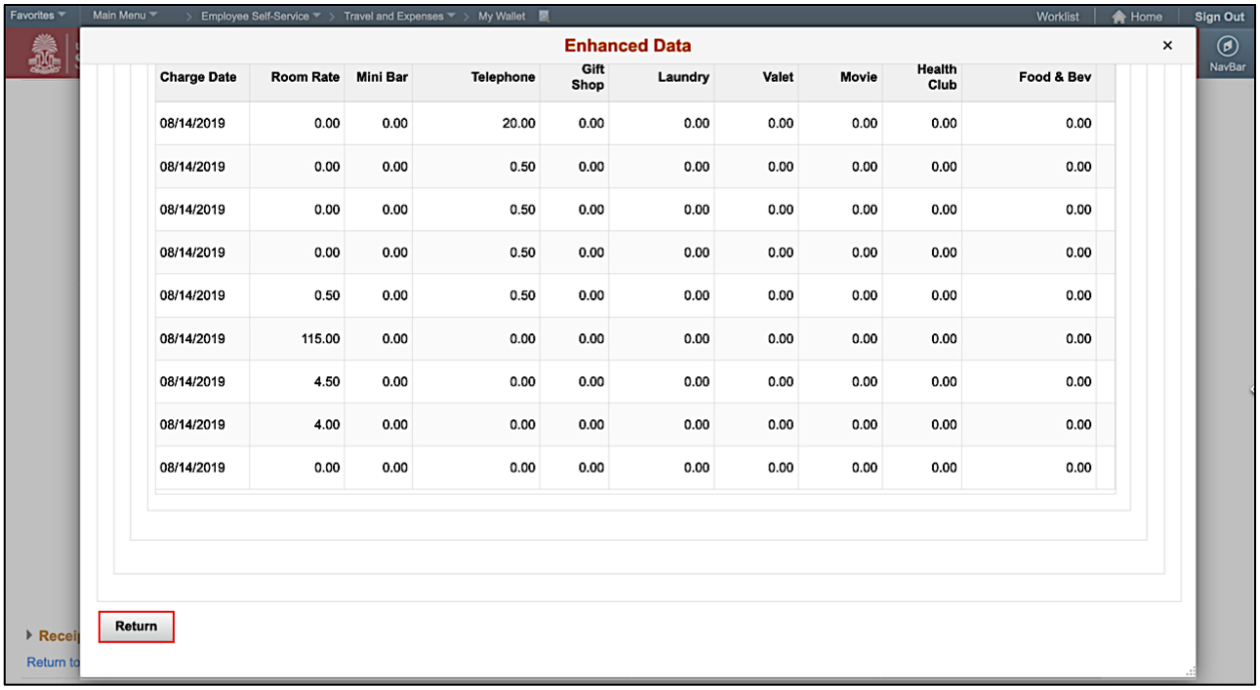


Step 13: Review the information. For example, hotel and lodging will typically provide information such as the transaction date, total amount, number of nights, and a summary of expenses. The summary can be helpful with identifying expenses not allowable on the Travel Card, such as telephone.

Note: If a non-allowable expense appears on the Travel Card statement, but is an allowable travel expense, a memo will be required and attached to the expense report.

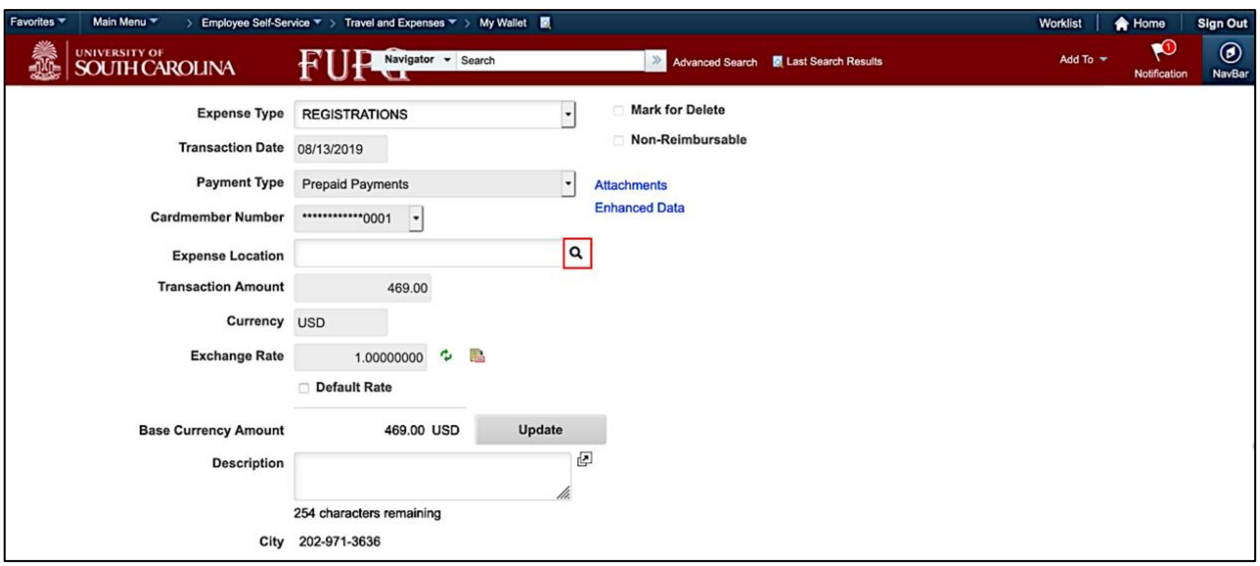


Step 14: Click the **Return** button to get back to the **My Wallet Detail** page.

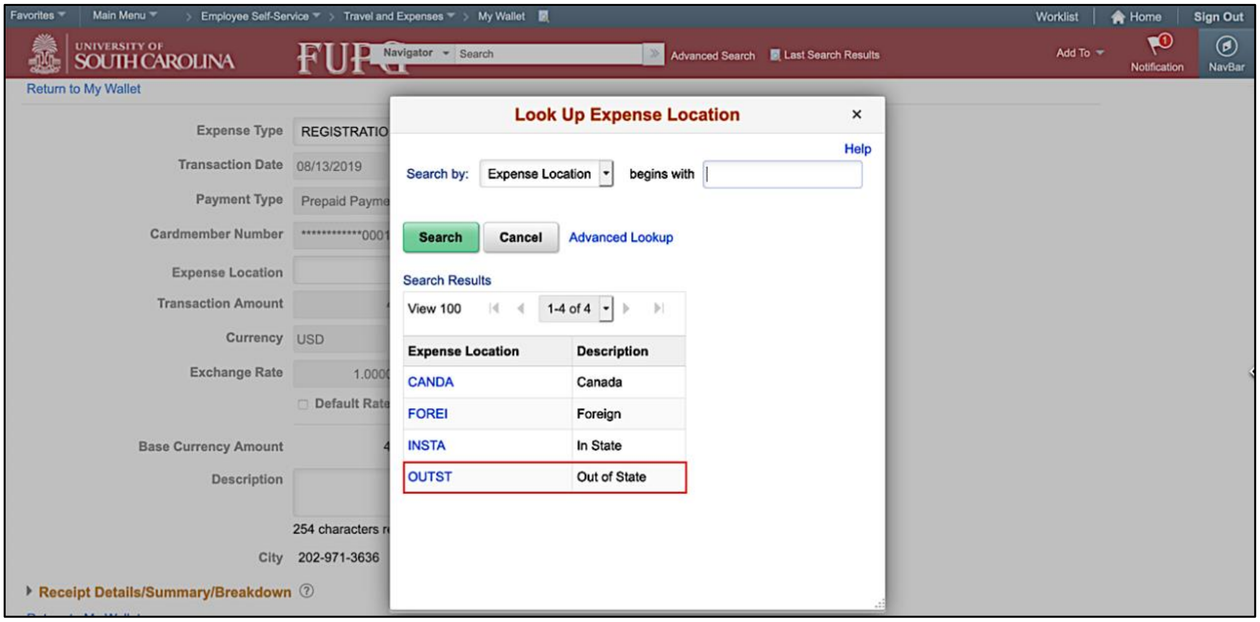


Charge Date	Room Rate	Mini Bar	Telephone	Gift Shop	Laundry	Valet	Movie	Health Club	Food & Bev
08/14/2019	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00
08/14/2019	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00
08/14/2019	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00
08/14/2019	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00
08/14/2019	0.50	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00
08/14/2019	115.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08/14/2019	4.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08/14/2019	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08/14/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 15: Click the **Look Up Expense Location** button to add an appropriate location. The Travel Card may be used for several different trips, so the location will need to be added to line to help identify each trip on the expense report.

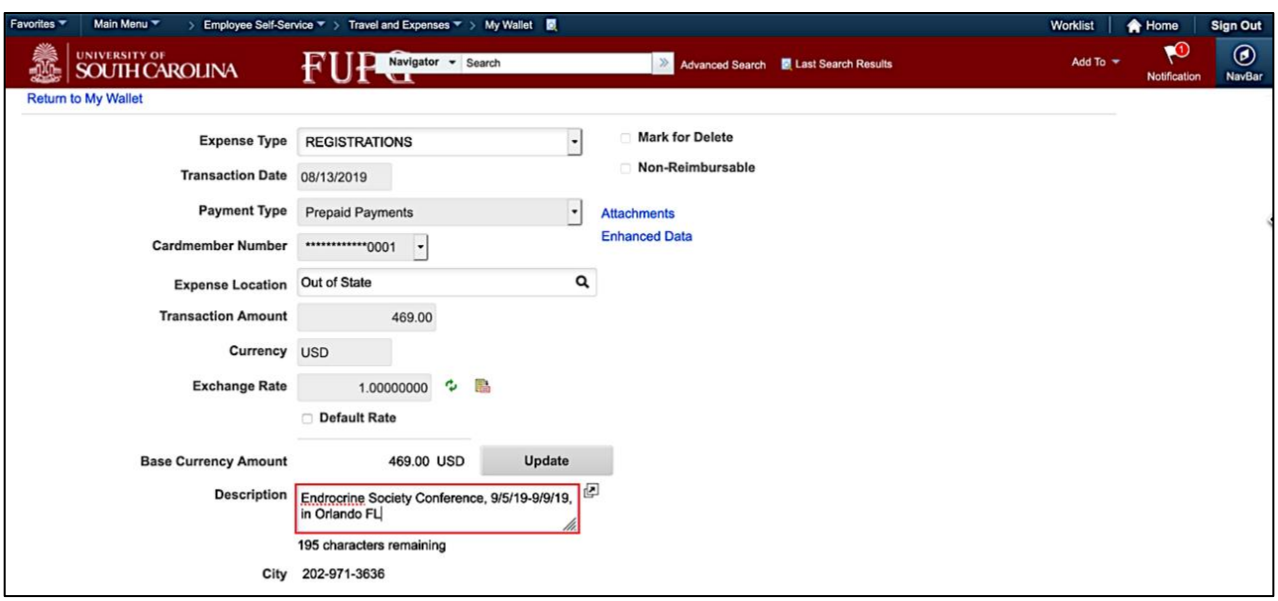


Step 16: Select the appropriate **Location** from the list.



Step 17: Click in the **Description** field and enter an appropriate description. For individual Travel Cards, be sure to add the trip name, actual location and trip dates (**Example:** AICPA, Orlando, 9/12/19 thru 9/15/19). The travel card may be used for several different trips so the description will help identify each trip on the expense report. The information entered here will carry over into the Expense Report. For **Department Card** Descriptions be sure to include:

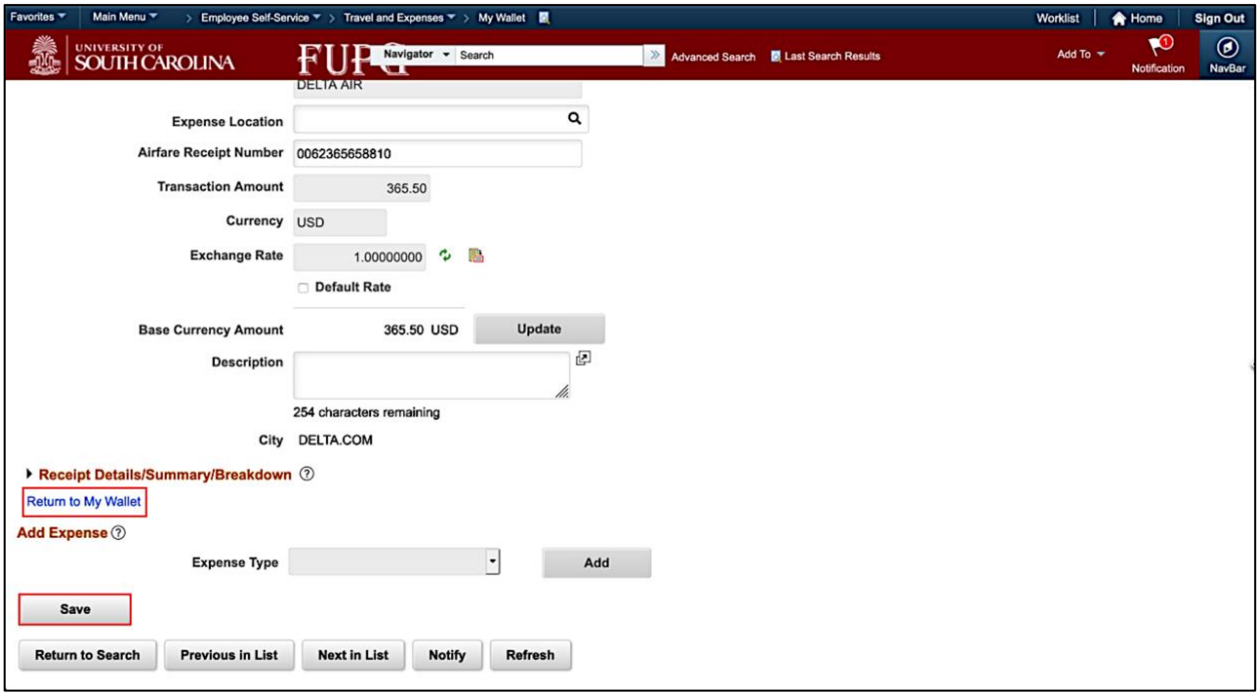
- **Employee:** USCID, Name, TA (if applicable), Date, Location, Type of Conference (**Example:** U12345678, Joanne Callahan, 10/12/21 - 10/15/21, Orlando, Conference)
- **Student:** TA, Student, USCID, Name, Dates, Location, Type of Conference (**Example:** 01234: Student, U12345678, Joanne Callahan, 10/12/21 - 10/15/21, Orlando, Conference)
- **Non-Employee:** TA, Non-Employee, Name, Dates, Location, Type of Conference (**Example:** 01234: Non-Employee, Joanne Callahan, 10/12/21 - 10/15/21, Orlando, Conference)



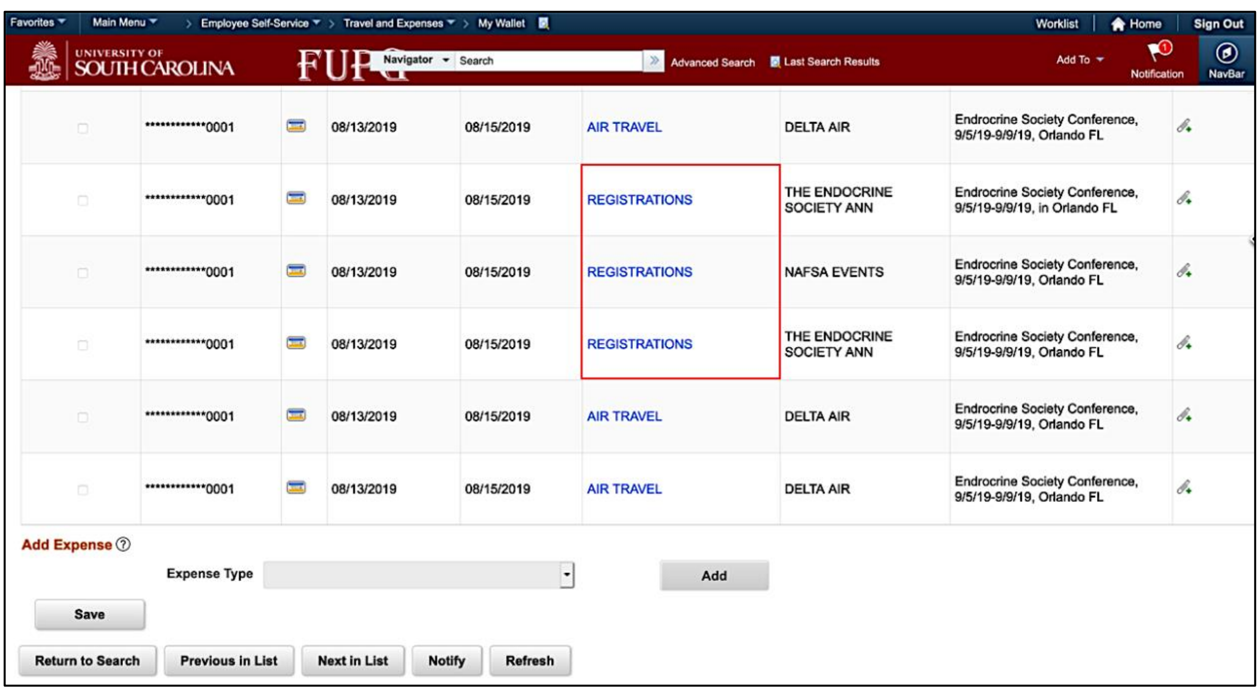
Be sure to scroll through each transaction to change the expense type (if applicable), add the Expense Location, and add a Description.

Step 18: When **ALL** transactions are updated, click **Save** and return to My Wallet.

Step 19: Click the **Return to My Wallet** link.



Step 17: Notice the **Expense Types** are updated to **Registration**. This change will appear on the Expense Report when it is created.



All of the expense types look good, you are now ready to create an Expense Report for the current monthly Travel Card statement.

VI. Searching for USC ID

To populate the USC ID field, use the Look Up USC ID button and search by last name. This search will find the **USC ID** linked to a USC employee.

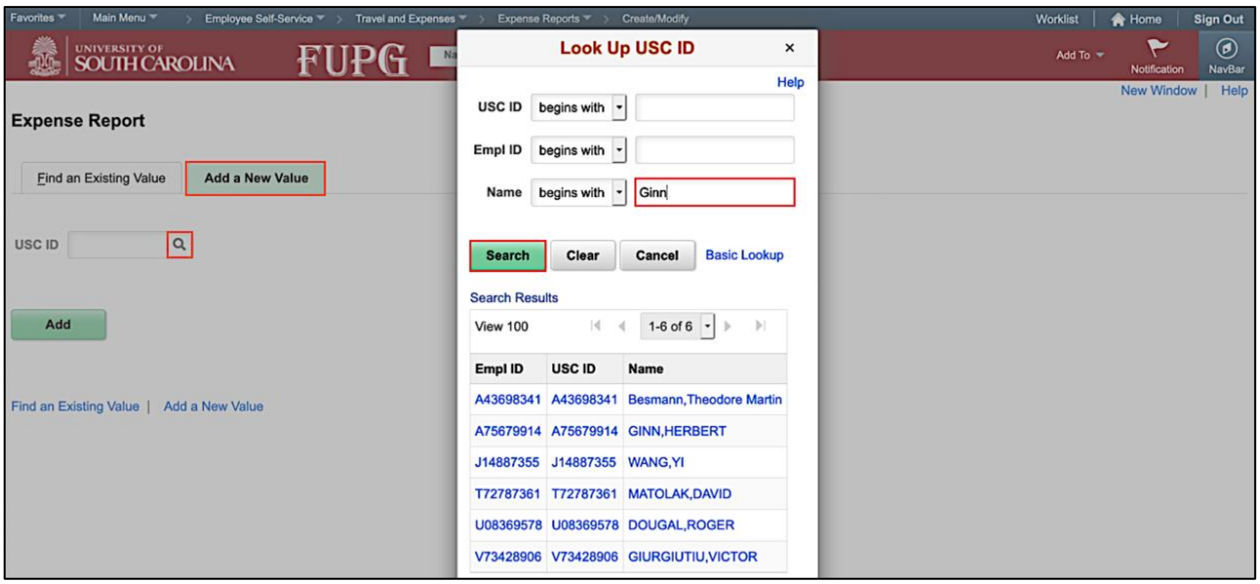
Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Step 1: Click the **Add a New Value** tab.

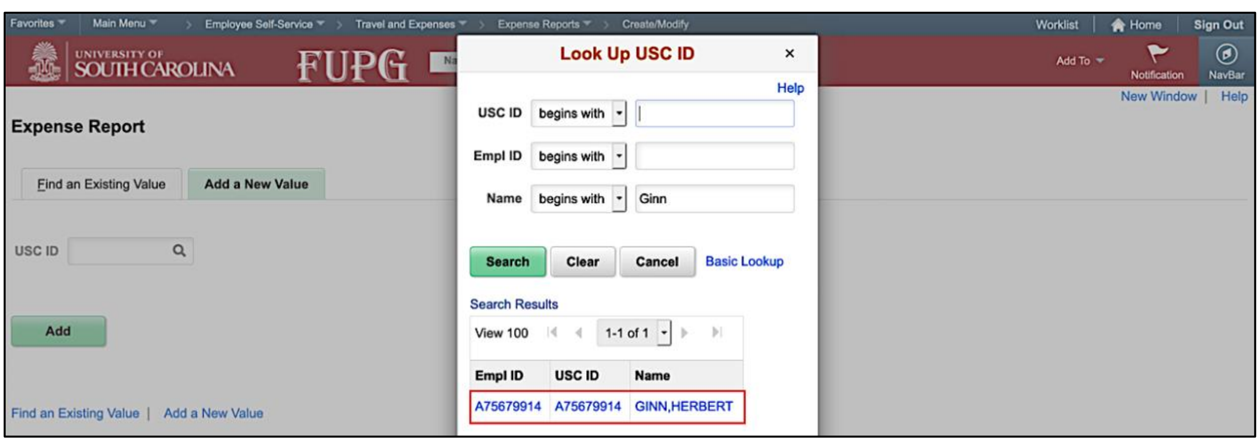
Step 2: Click the **Look Up USC ID** button.

Step 3: Click in the **Name** field and enter the appropriate last name.

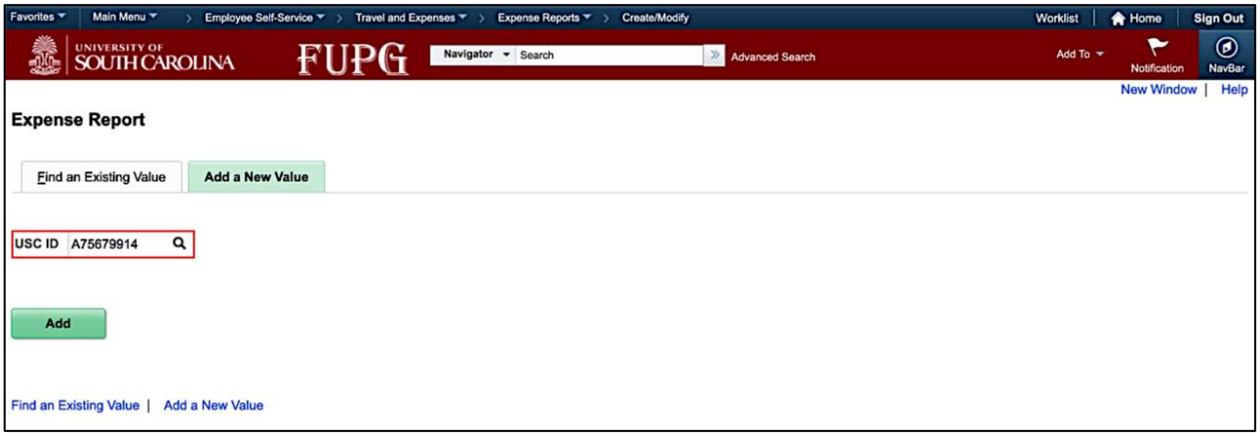
Step 4: Click the **Search** button.



Step 5: Click the **Name** link, this will populate the **USC ID** field with your ID. When entering an expense transaction on someone's behalf, be sure to select their USC ID here.



Step 6: Notice the **USC ID** is now populated with the ID for the appropriate cardholder.



VII. Create an Expense Report using My Wallet

Travel card expense reports will typically represent the cardholder's monthly statement. At the end of the month, the reconciled statement and final receipts can be added to the expense report and then submitted for approval.

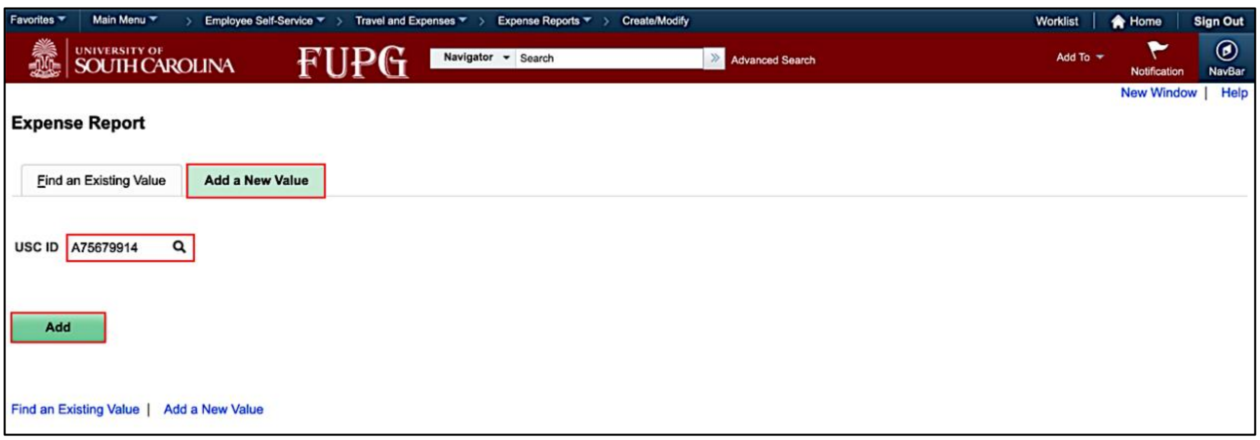
This example creates an expense report for the business purpose of Travel Card.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Step 1: Click the **Add a New Value** tab.

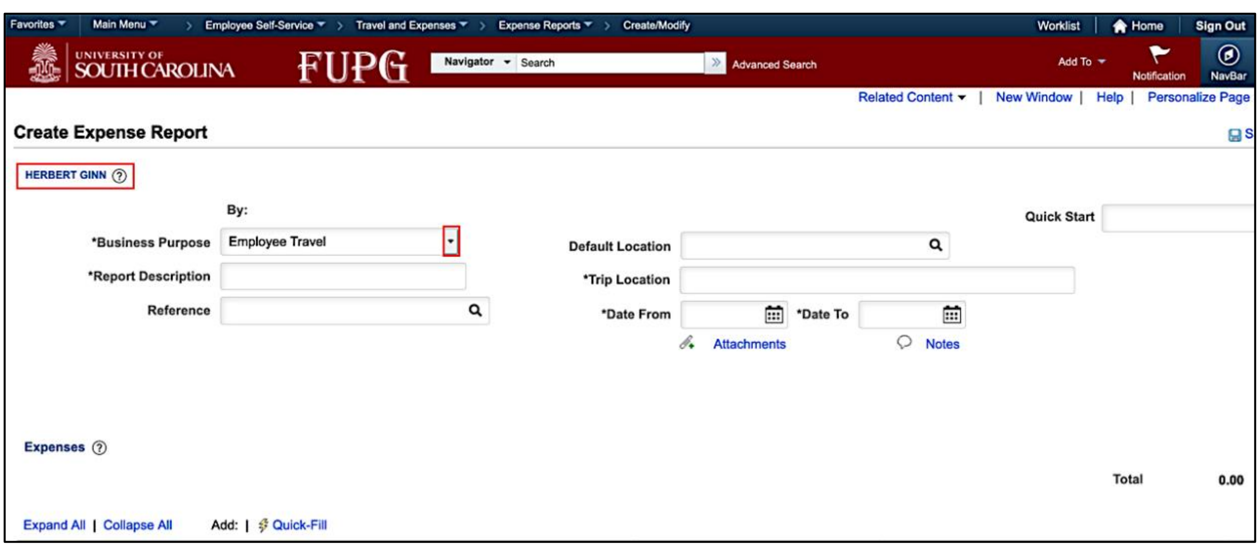
Step 2: Click in the **USC ID** field and enter the appropriate ID. See section **VI. Searching for USC ID** for help with populating this field.

Step 3: Click the **Add** button.

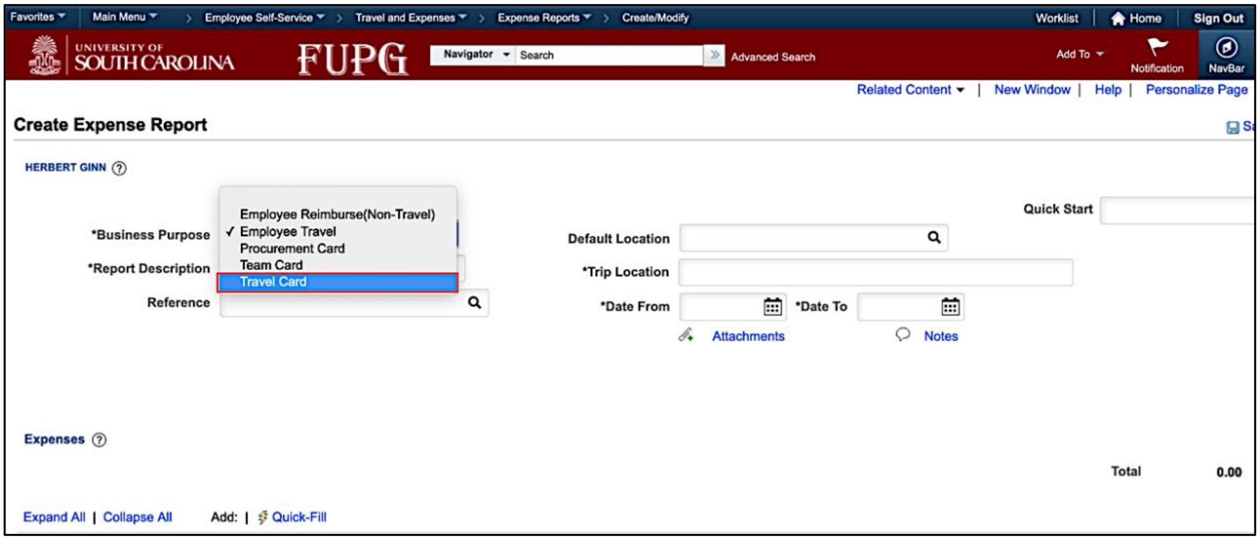


Step 4: Verify you are creating the Expense Report for the correct cardholder.

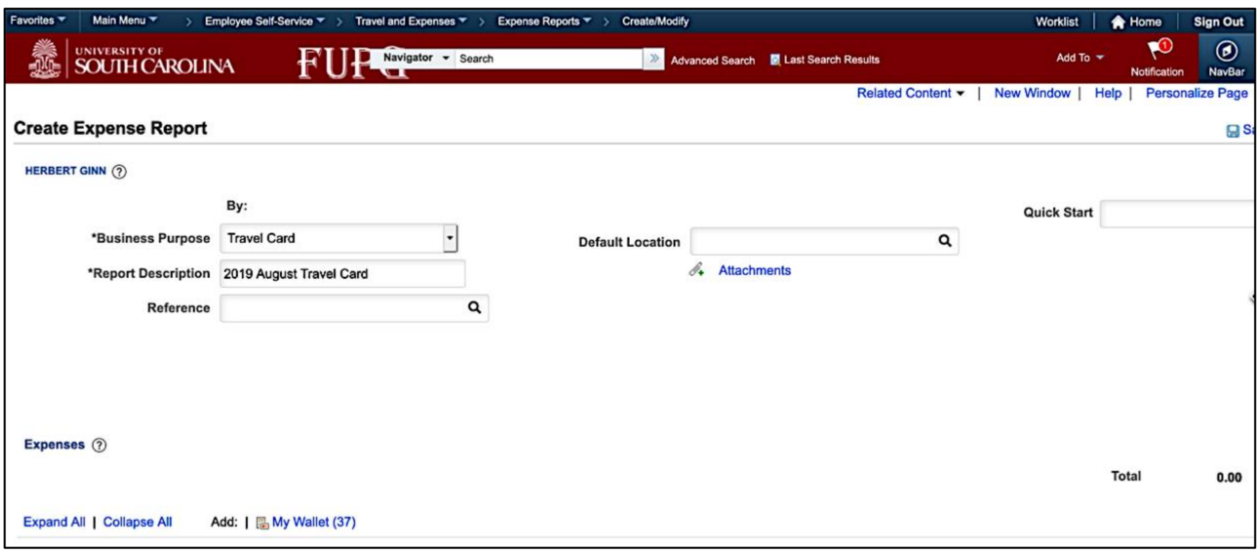
Step 5: Click in the **Business Purpose** drop-down arrow. Employee Travel will always be the default.



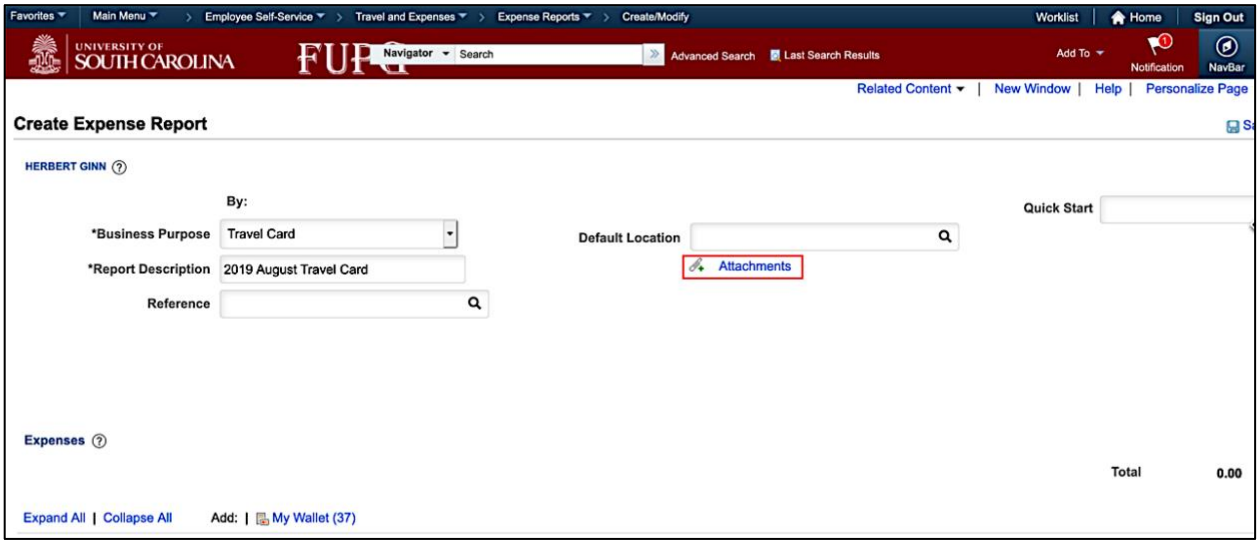
Step 6: Select **Travel Card** from the list.



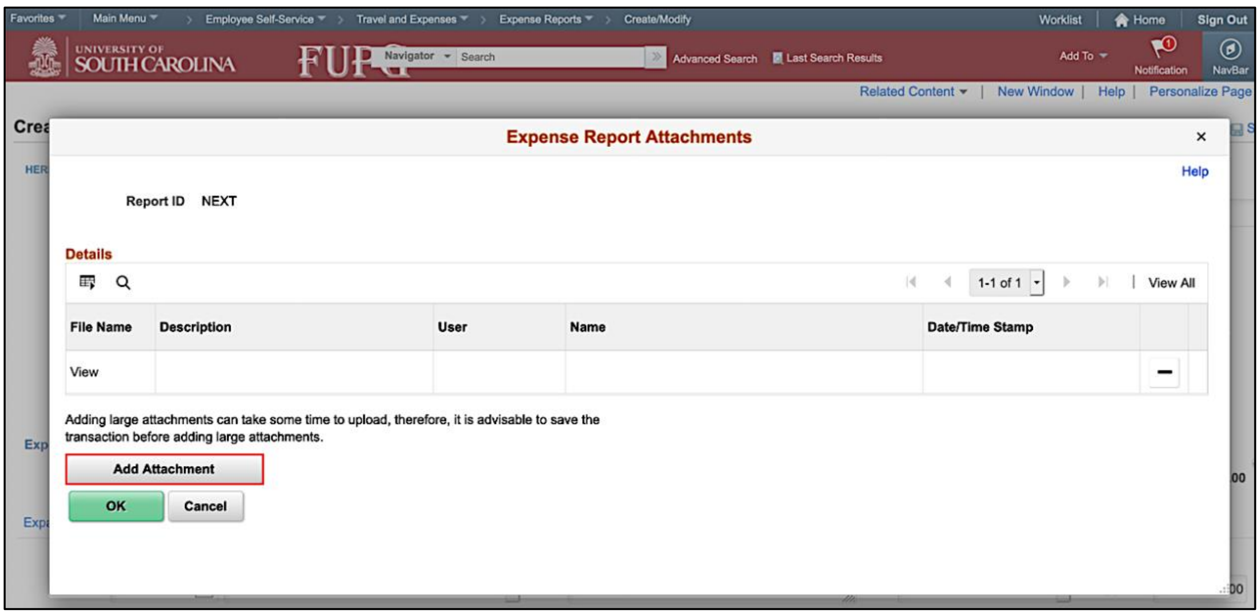
Step 7: Notice some fields disappear. Add a **Report Description**. Be sure to use something that will help you identify the report. It is recommended that you enter the year and statement month. For example, 2019 August Travel Card.



Step 8: Click the **Attachments** link to add important documentation such as the signed reconciled Statement and receipts. Use this link to attach all documentation at the Header level. All important documentation should be attached as a single attachment.

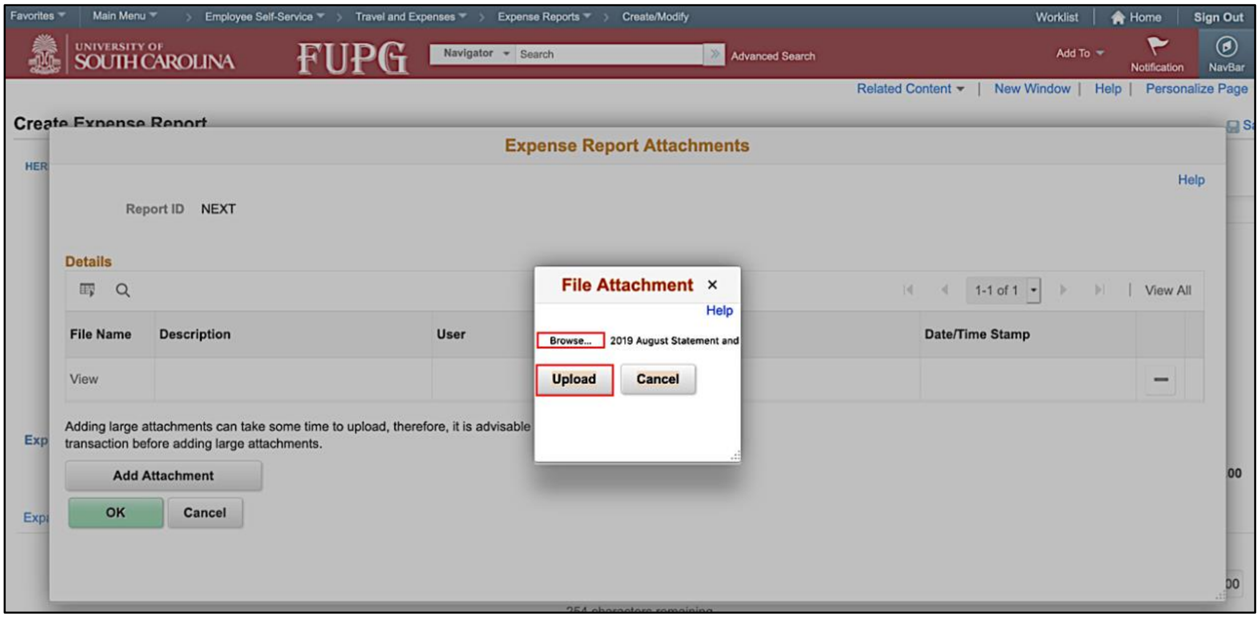


Step 9: Click the **Add Attachment** button.

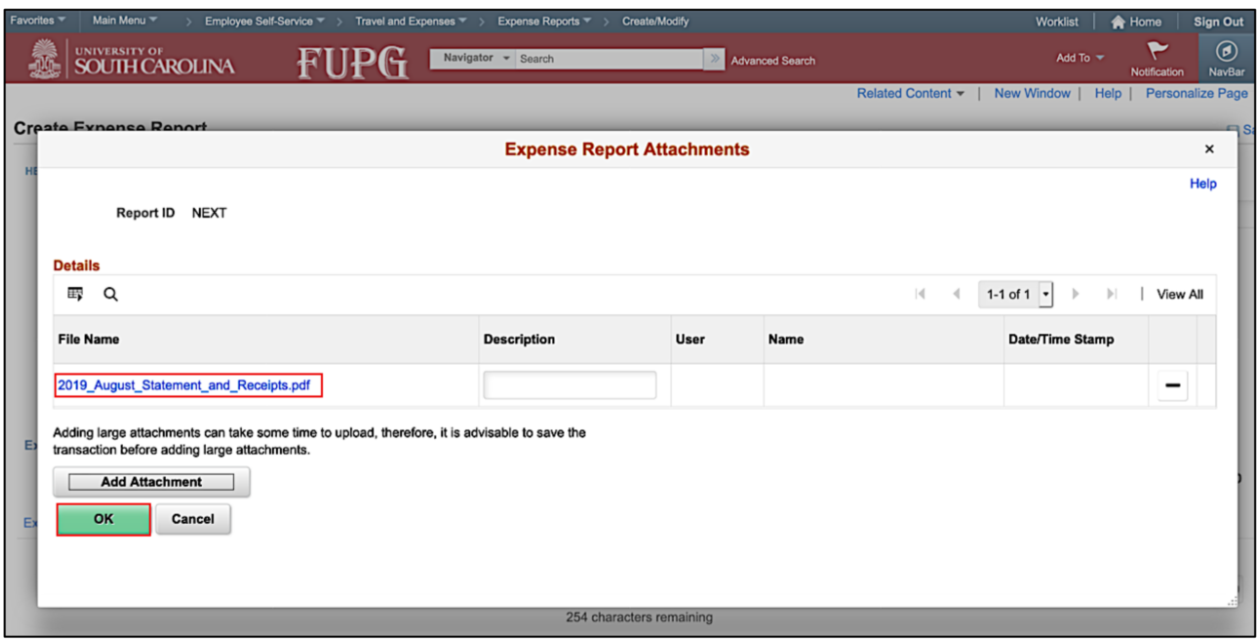


Step 10: Click the **Browse** button to search for the document to be attached to the Expense Report.

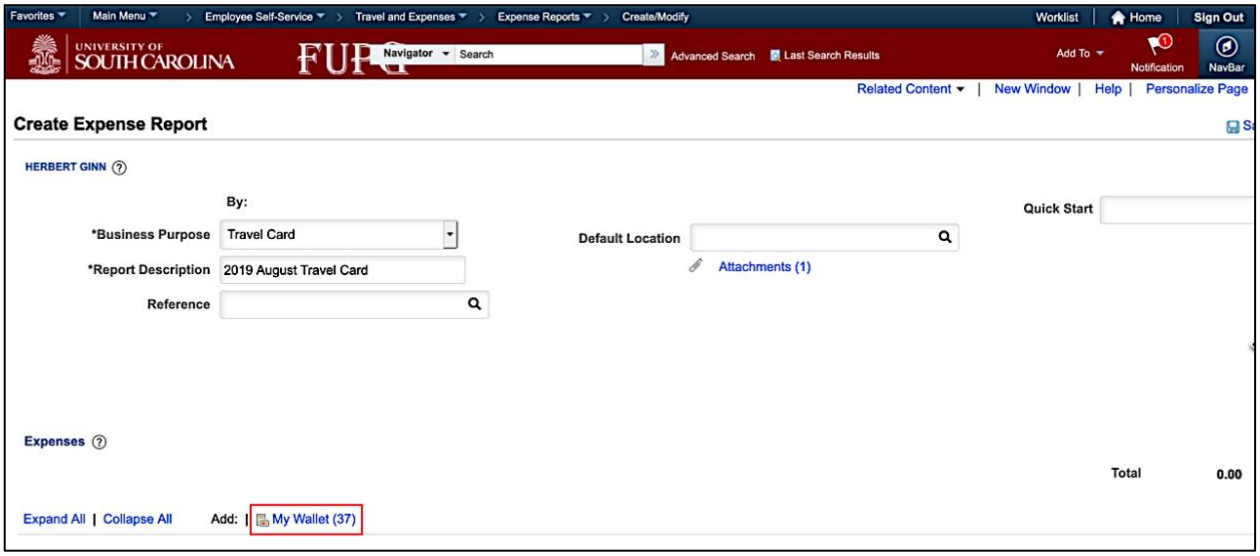
Step 11: When you find the scanned document for this reimbursement, click the **Upload** button.



Step 12: The document is attached, click the **OK** button.



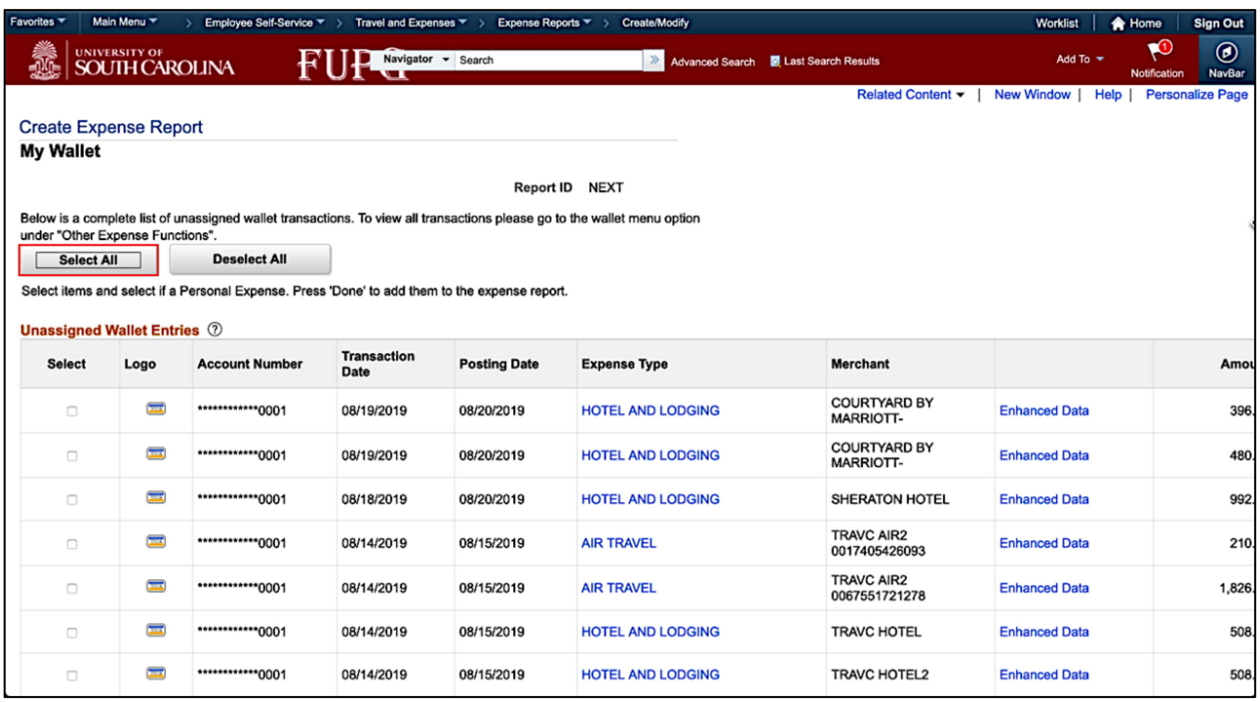
Step 13: After changing the business purpose, the **My Wallet** link is displayed. Click the **My Wallet (37)** link to select all or some of the travel card transactions. There are 17 transactions available in My Wallet.



Note: All travel card transactions for this cardholder are displayed. Please review the Posting Date of each transaction and select the travel card transactions with posting dates that correspond to the reconciled statement attached.

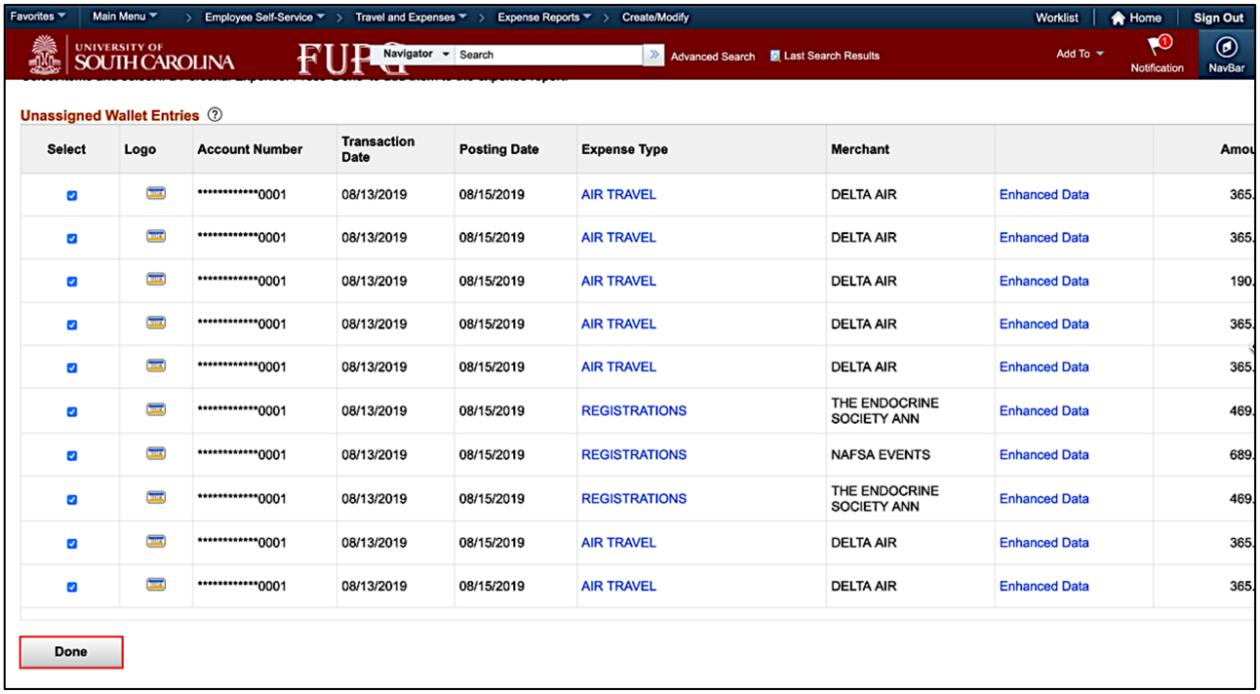
Step 14: Click the **Select All** button after you have reviewed each transaction line to ensure each line matches the monthly statement/receipts and all expense lines are appropriate for the travel card.

Be careful not to select items for the next month if preparing late.



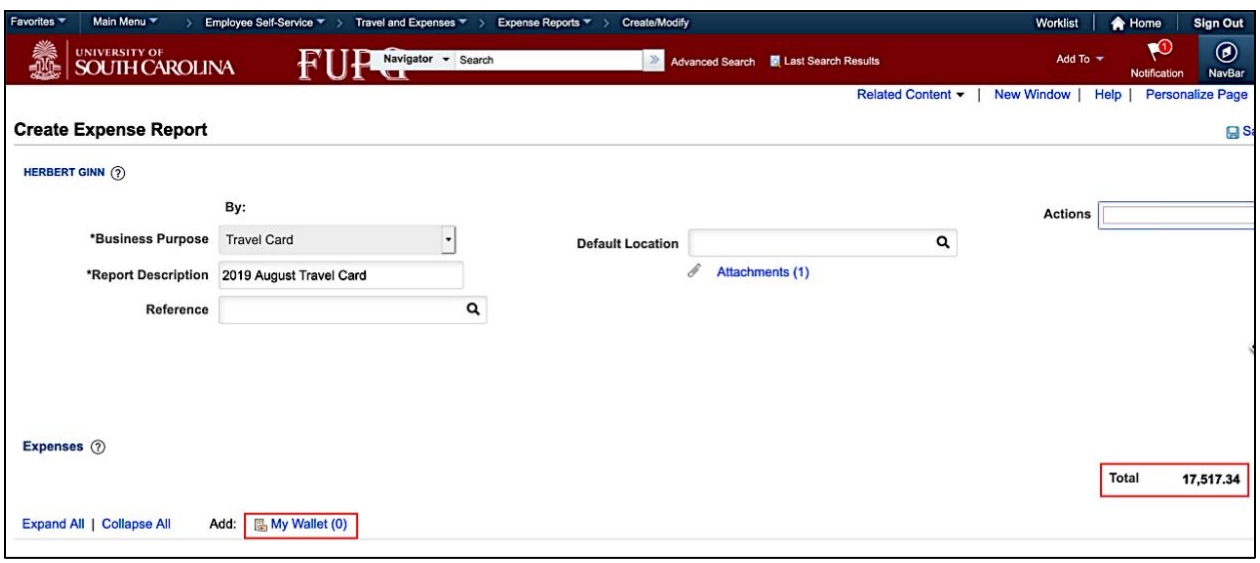
Step 15: Click the **Done** button to copy the transaction information into the expense report.

Note: This is simply a copy, the transaction information is always retained on the My Wallet page.

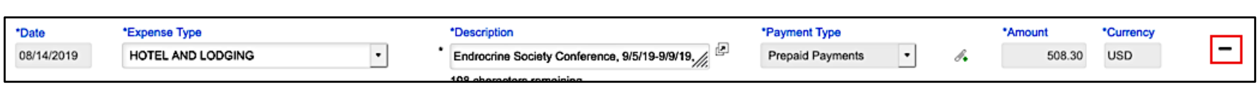


Select	Logo	Account Number	Transaction Date	Posting Date	Expense Type	Merchant		Amou
☑		*************0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	Enhanced Data	365.
☑		*************0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	Enhanced Data	365.
☑		*************0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	Enhanced Data	190.
☑		*************0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	Enhanced Data	365.
☑		*************0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	Enhanced Data	365.
☑		*************0001	08/13/2019	08/15/2019	REGISTRATIONS	THE ENDOCRINE SOCIETY ANN	Enhanced Data	469.
☑		*************0001	08/13/2019	08/15/2019	REGISTRATIONS	NAFSA EVENTS	Enhanced Data	689.
☑		*************0001	08/13/2019	08/15/2019	REGISTRATIONS	THE ENDOCRINE SOCIETY ANN	Enhanced Data	469.
☑		*************0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	Enhanced Data	365.
☑		*************0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	Enhanced Data	365.

Step 16: Notice the **My Wallet** link is now showing **(0)** transactions and check to make sure the total matches the attached statement/receipts.



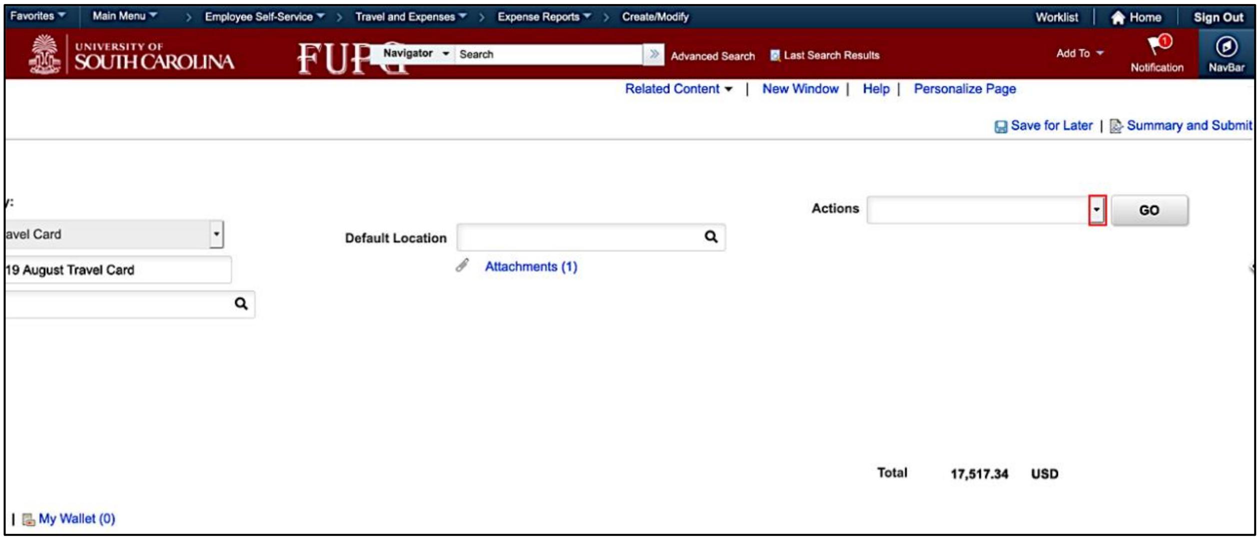
Note: If the total does not match, you can always delete lines using the Delete (-) icon to the right of the expense line. The deleted lines will go back into My Wallet to be used on the Expense Report for the next monthly statement.



Now add the chartfield information.

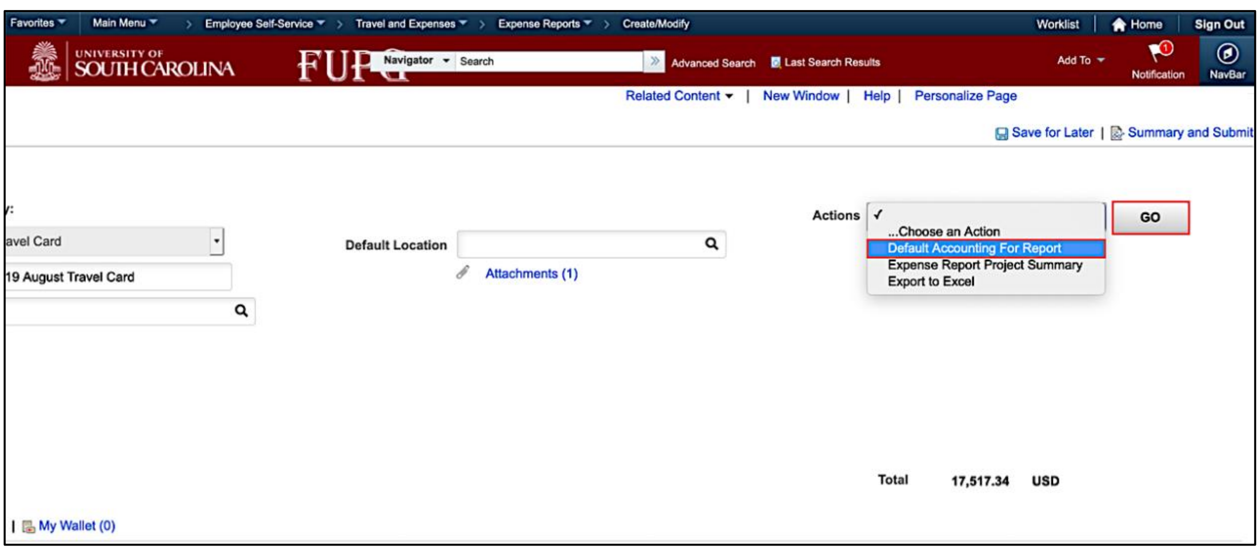
Each cardholder has a default department fund combination assigned to them in their employee profile. This combination will default to each line of the expense report. Any chartfield on the expense report may be changed by selecting “default accounting for report” at the top right.

Step 17: To edit the chartfield information, click the **Actions** drop-down arrow. The **Actions** drop-down option does not become available until expense lines are added.



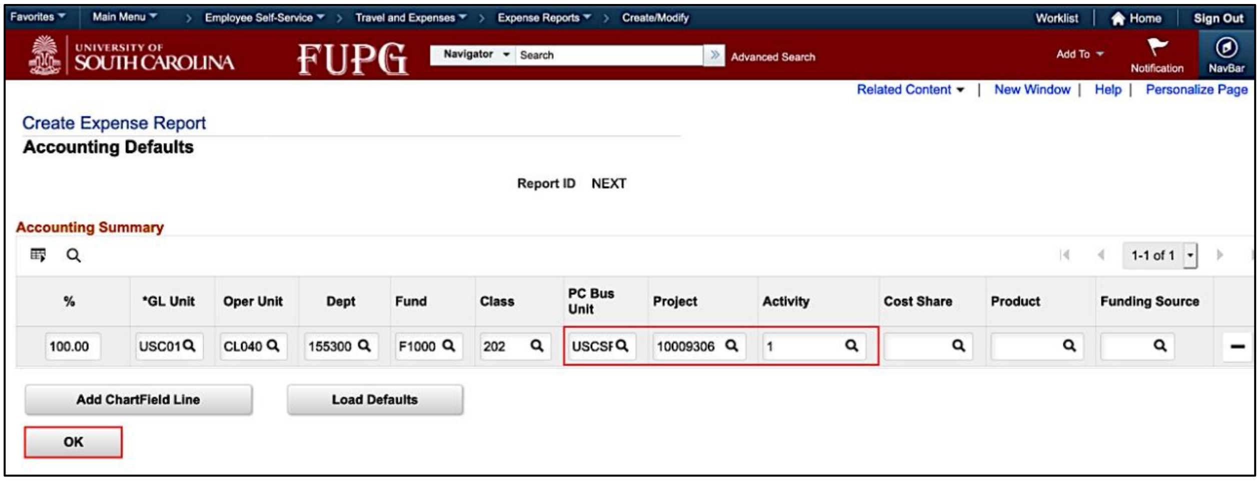
Step 18: Select **Default Accounting for Report** from the list. This is helpful when using the same chartfield string for all expense lines as it will populate the accounting details for all lines. If using a different chartfield string for an expense, be sure to make the change on that line.

Step 19: Click the **GO** button.



Step 20: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table). For this example, add a project to the default department fund combination assigned to this cardholder.

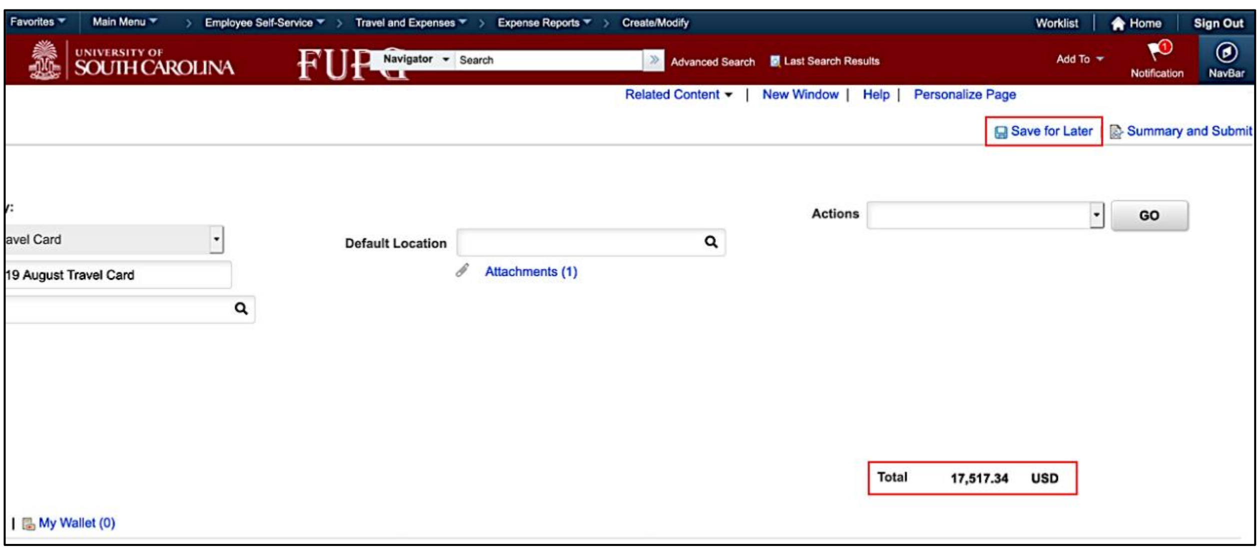
Step 21: Click the **OK** button.



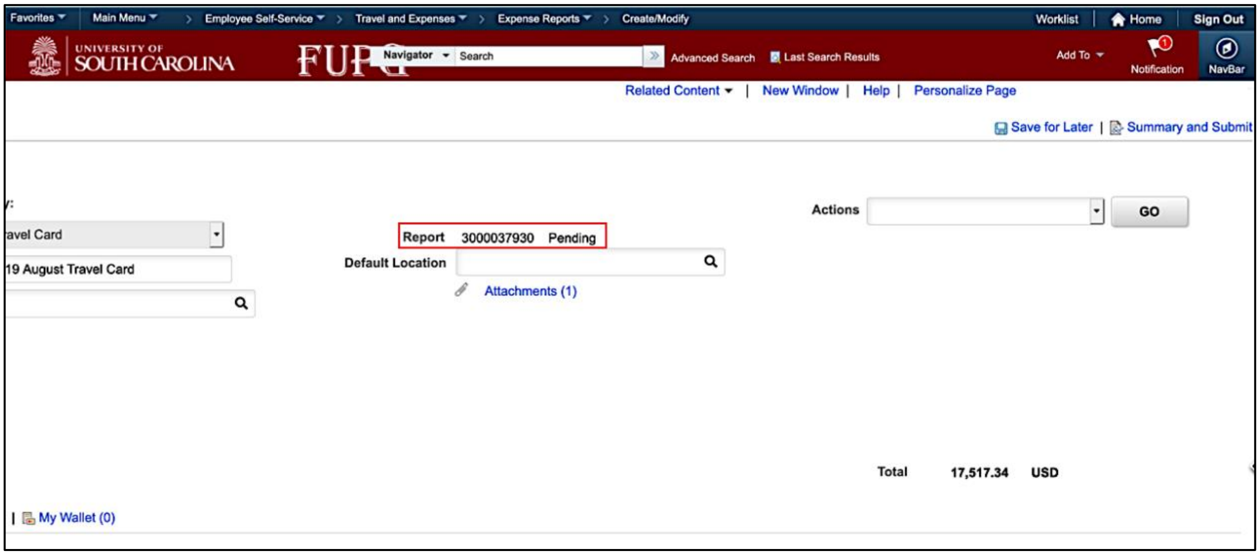
All of the Expense Types where updated, Expense Locations added, and Descriptions added in My Wallet. You are now ready to Save the report.

Step 22: This expense report is complete, scroll up to the top right of the screen and click the **Save for Later** link. This will identify any errors you may have and allow to you to go back to this Expense Report and modify it if necessary. You can click the Summary and Submit link if ready to submit for approval.

Note: It is important to make sure the Expense Report total matches the attached statement total.

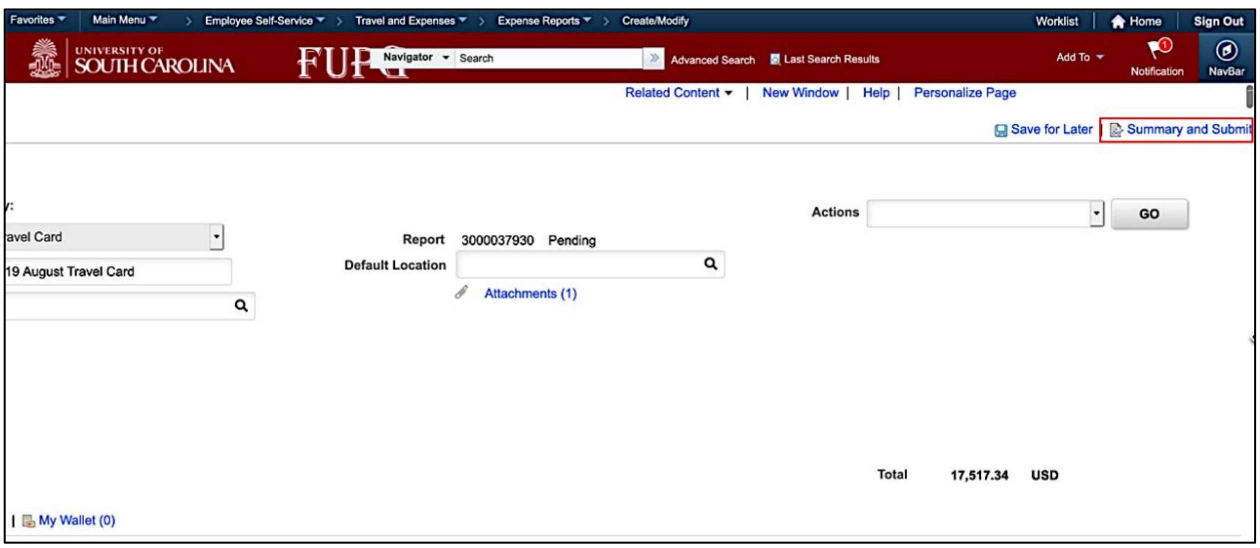


Step 23: Notice a **Report ID** is assigned when you click the **Save for Later** link.

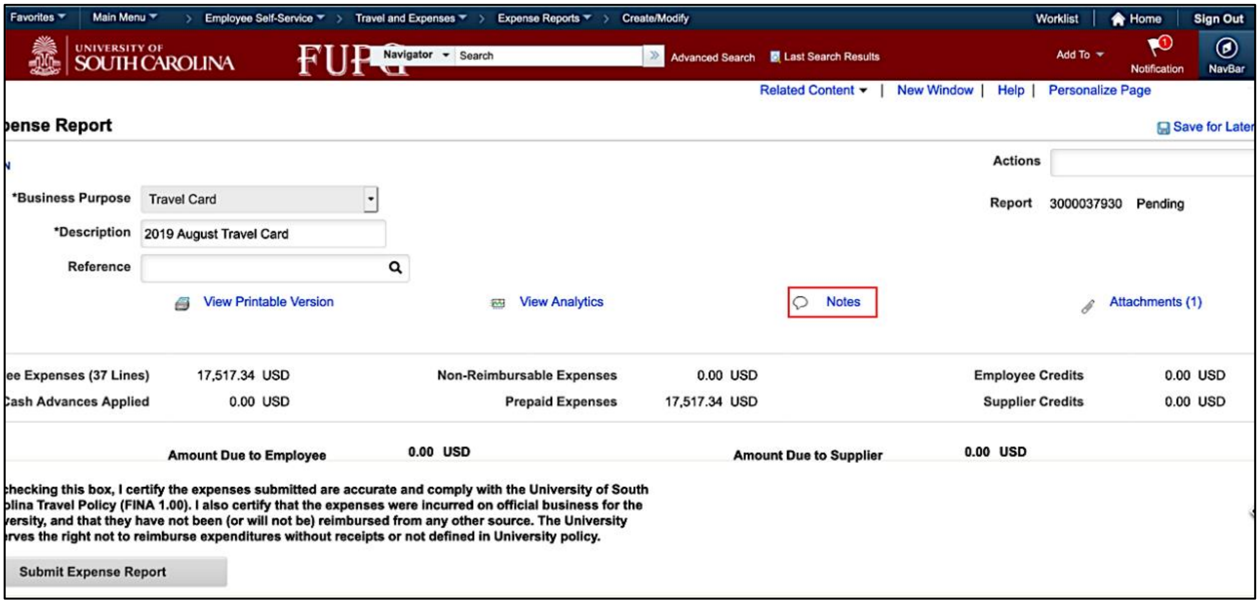


The Expense Report is now complete and ready to submit for approval.

Step 24: Click the **Summary and Submit** link if ready to submit for approval.

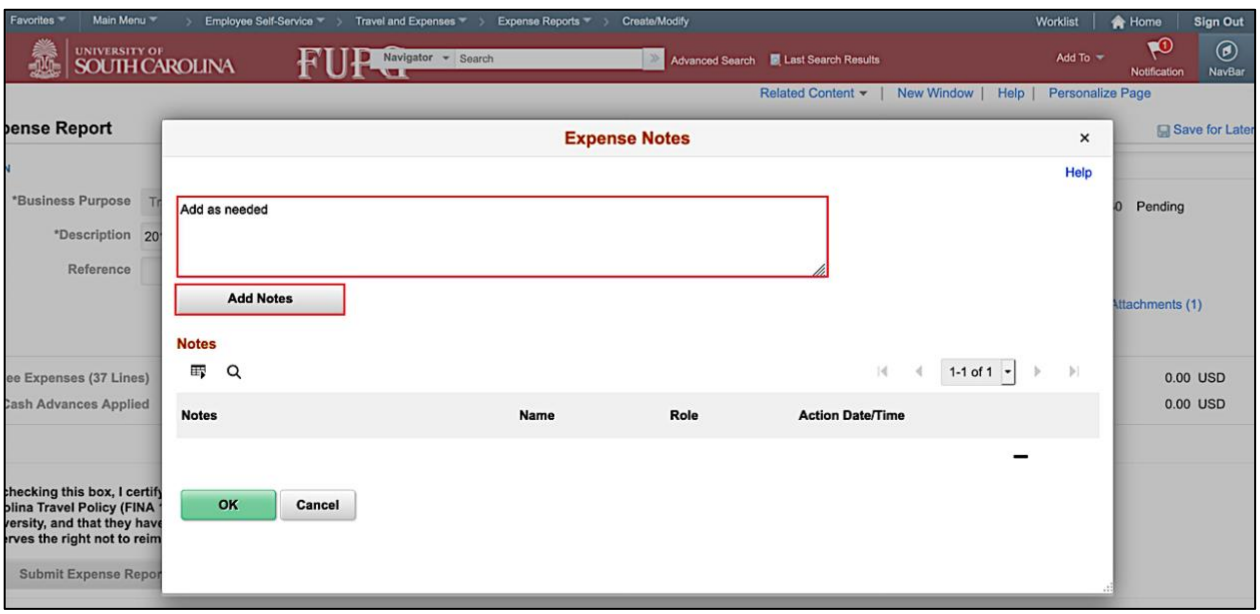


Step 25: You can use the **Note** area to provide your approvers some additional information. Click the **Notes** link.

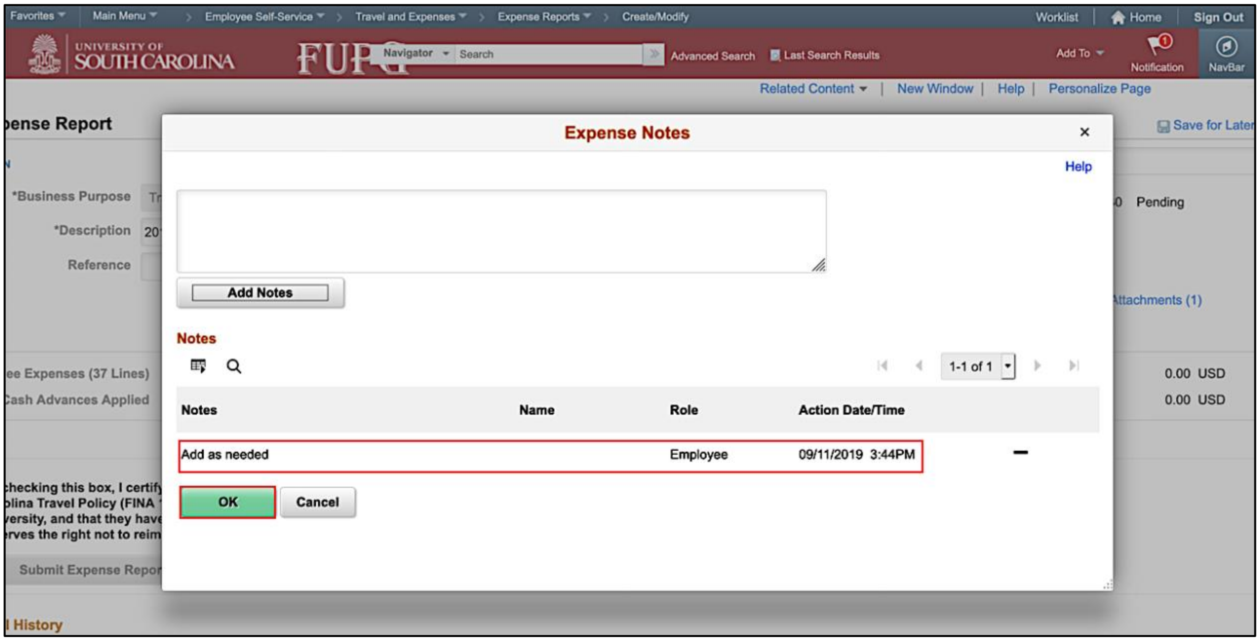


Step 26: Use the text box to add any additional information you feel is important for approvers to know.

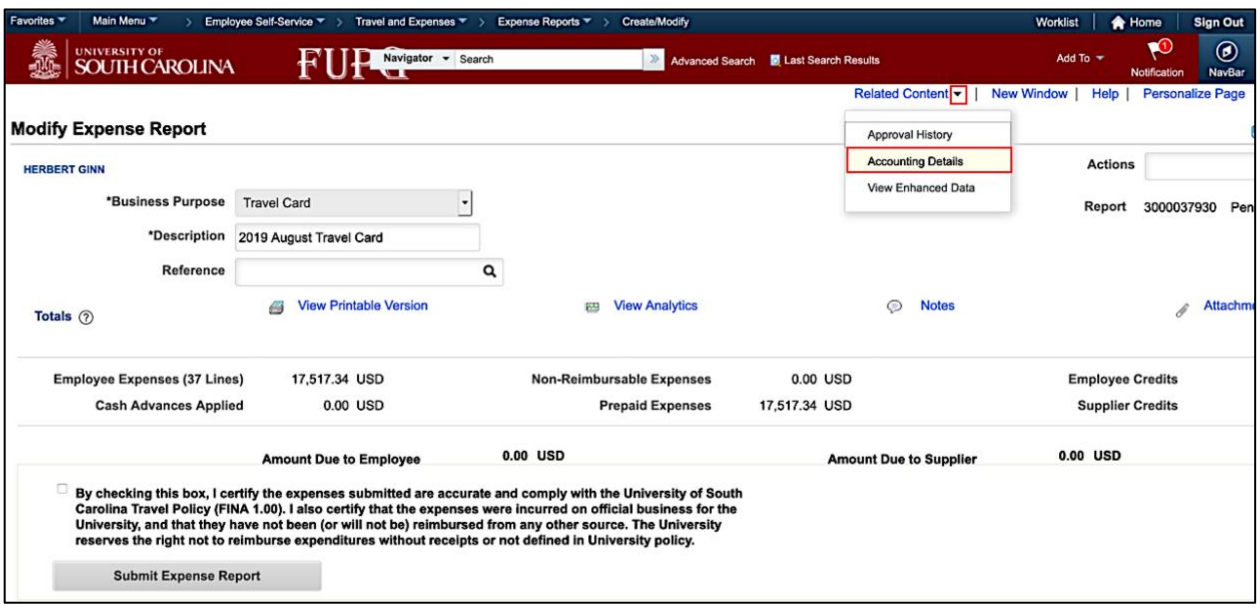
Step 27: Click the **Add Notes** button.



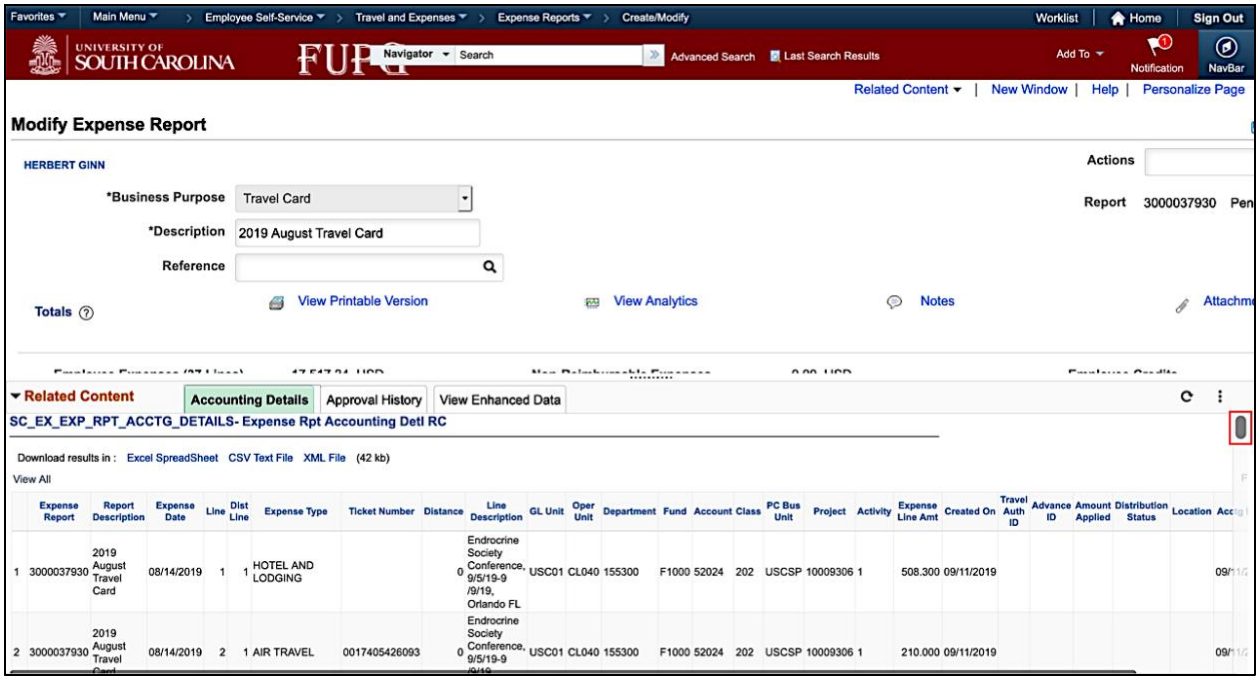
Step 28: Notice the note has been added to the report. Click the **OK** button to continue.



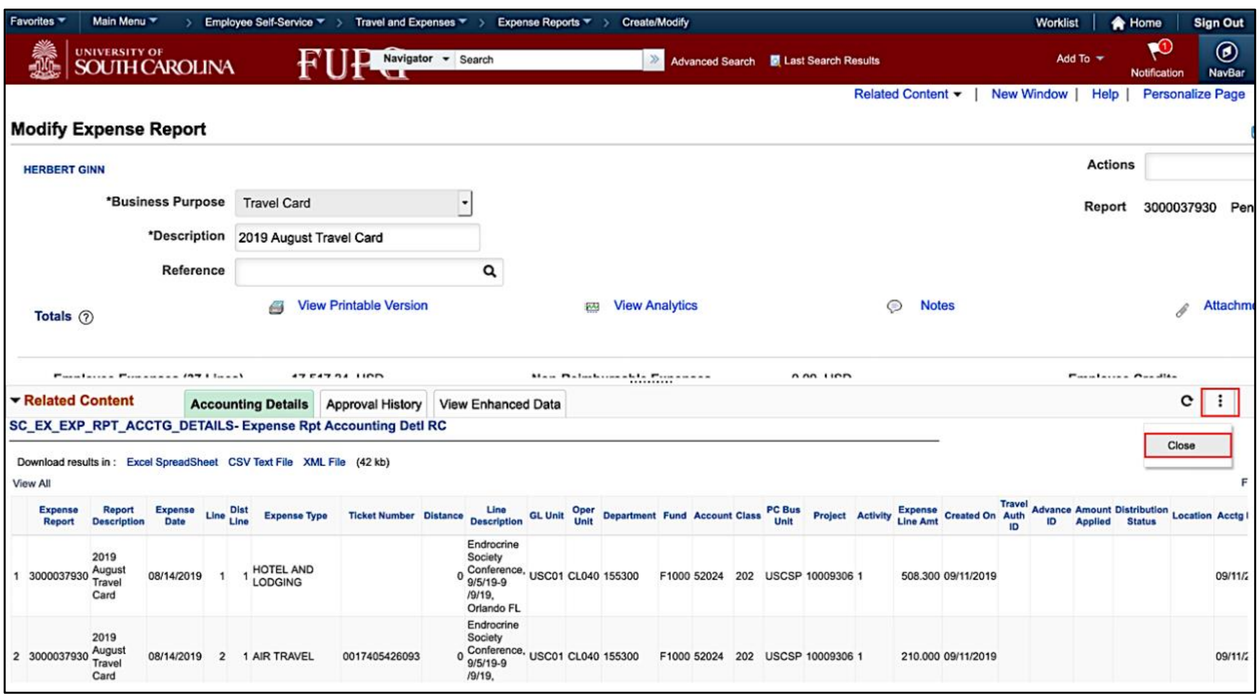
Step 29: To give the accounting information one last review, click the **Related Content** link and select **Accounting Details** from the list.



Step 30: Use the scrollbar to review the accounting for all of the expense lines.



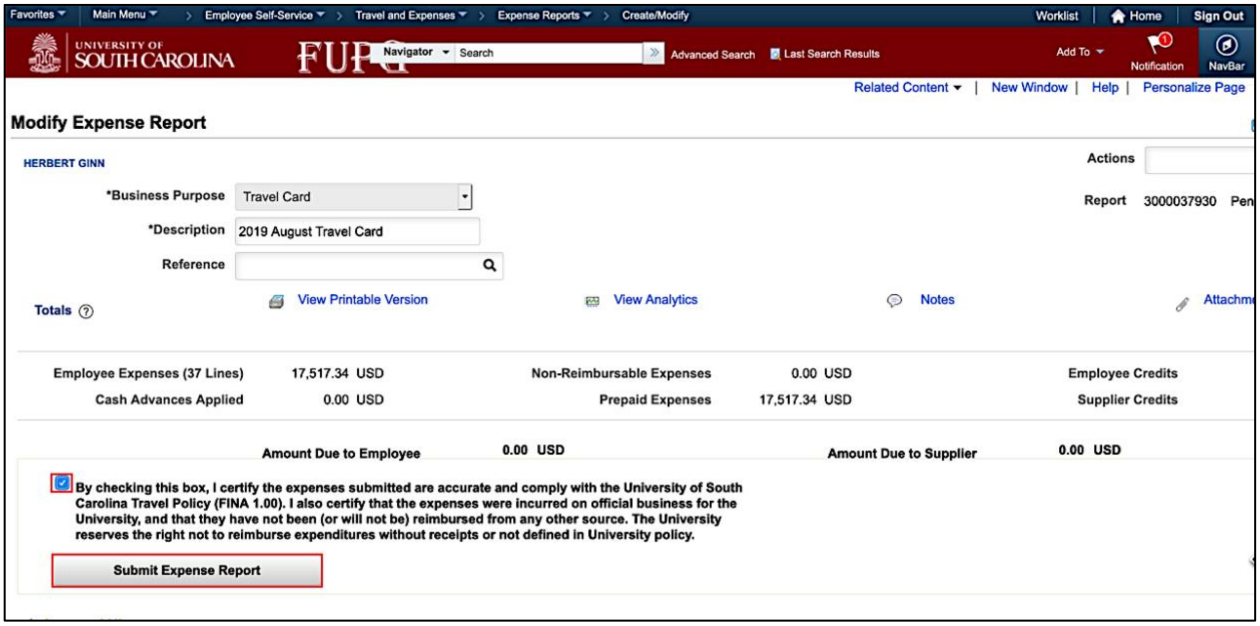
Step 31: Click the **Pagelett Settings** icon and select **Close**.



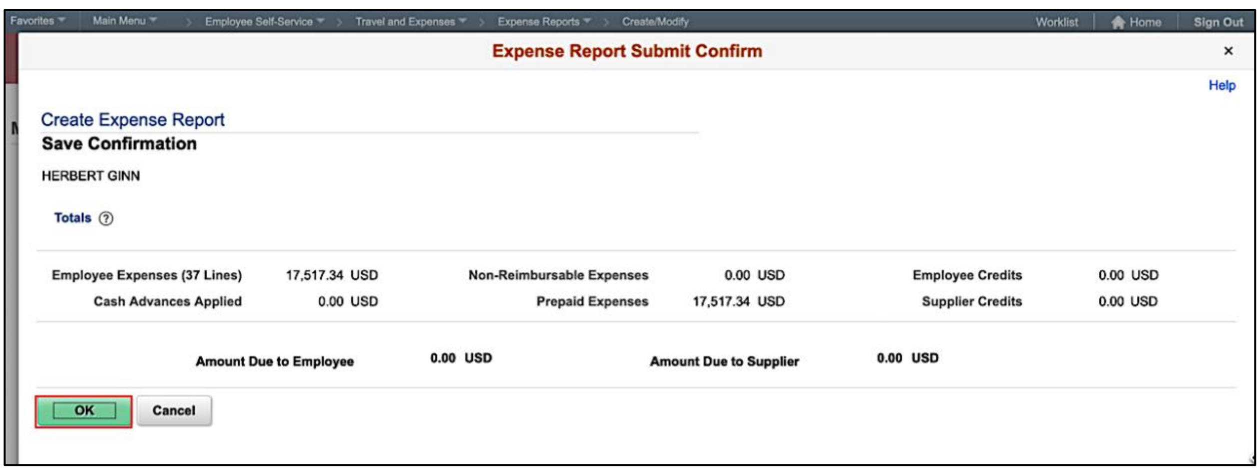
The expense report matches the statement, all receipts are attached, all descriptions entered and the accounting information is correct. The report is ready to be submitted.

Step 32: Click to select the box certifying the expenses submitted were incurred for official business of the University.

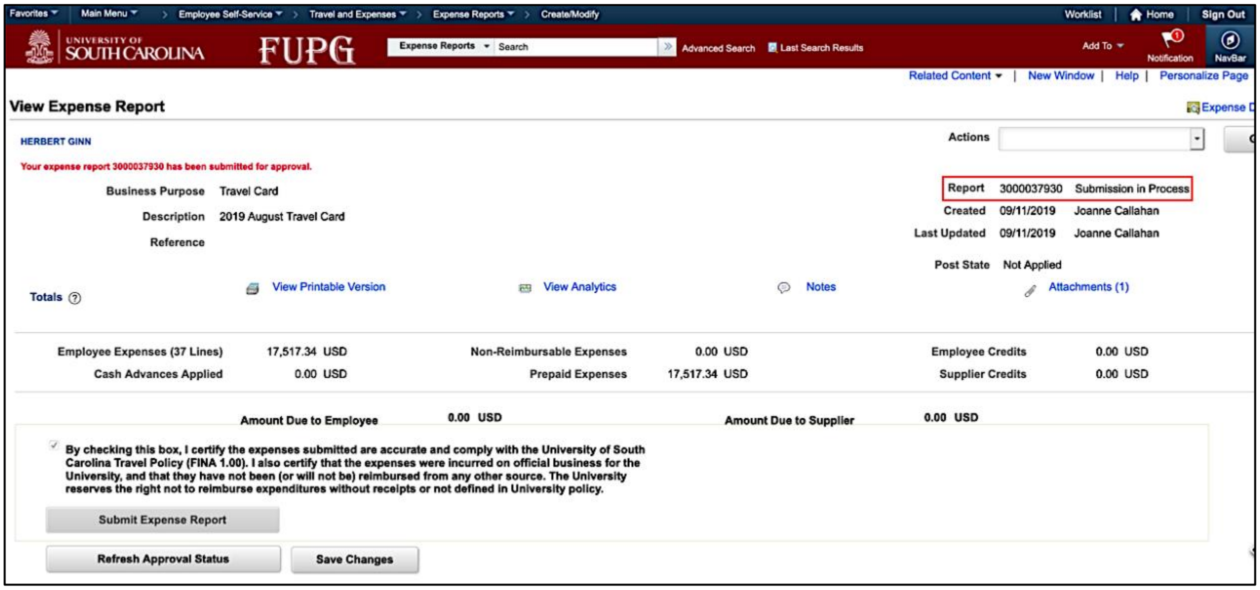
Step 33: Click the **Submit Expense Report** button.



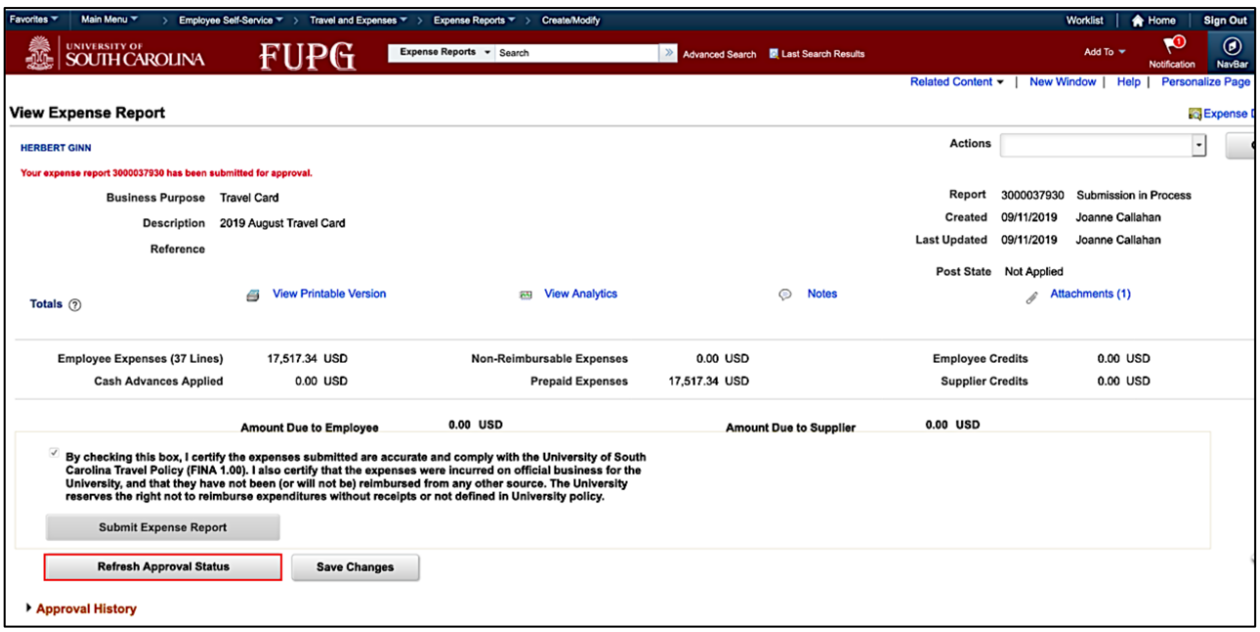
Step 34: Review to ensure there are no errors. Click the **OK** button.



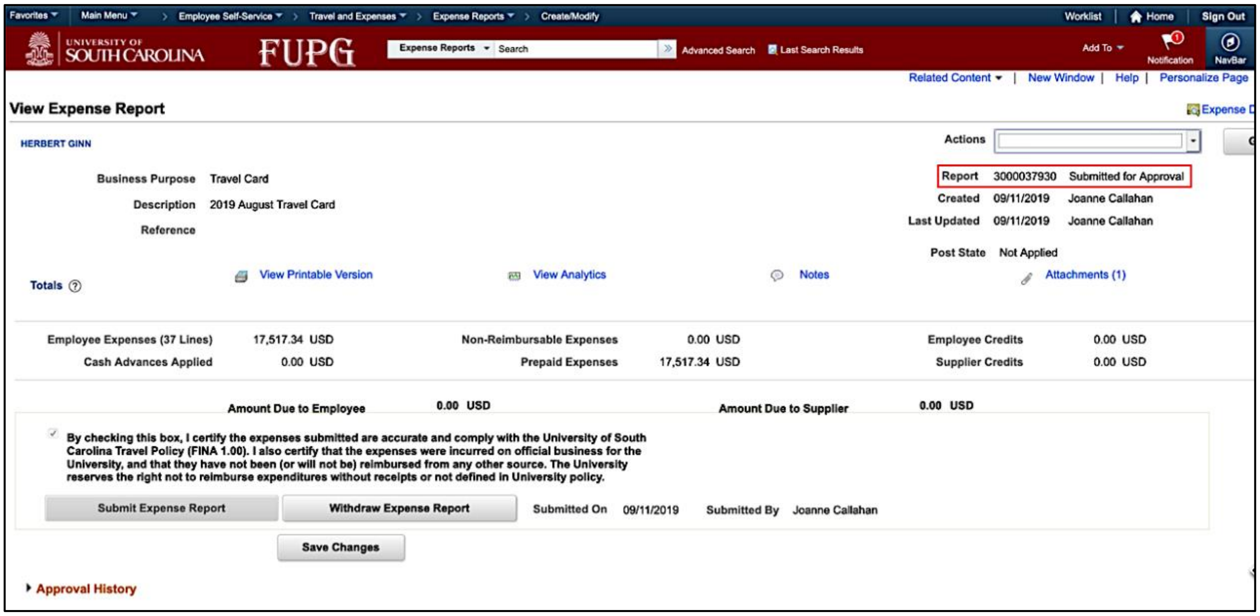
Step 35: Notice the report status is Submission in Process.



Step 36: Click the **Refresh Approval Status** to update the status to Submitted for Approval.



Step 37: The Report status is **Submitted for Approval**.



Step 38: Click the **Expand Section Approval History** button to review the Approval level.

Step 39: Review the Approval History.