

Verifying Travel & Entertainment Card Transactions



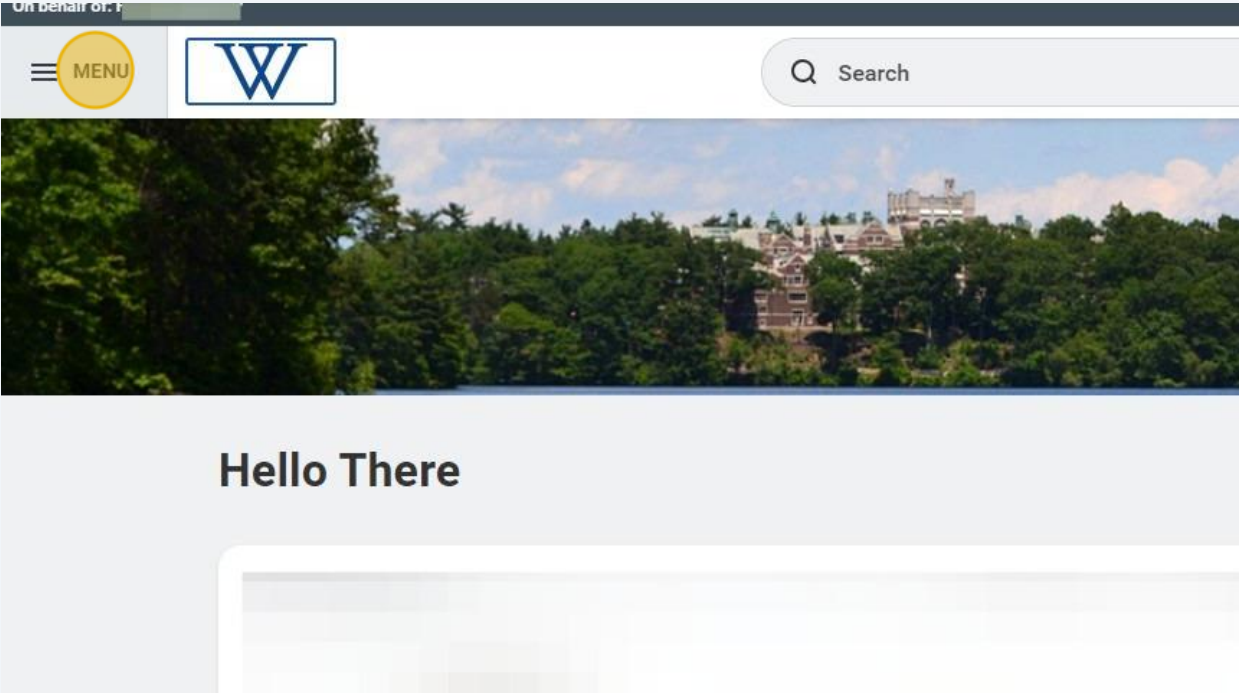
Note: All T&E card charges related to a single trip or event should be contained within a single expense report (ER) and submitted after the trip or event has been completed.

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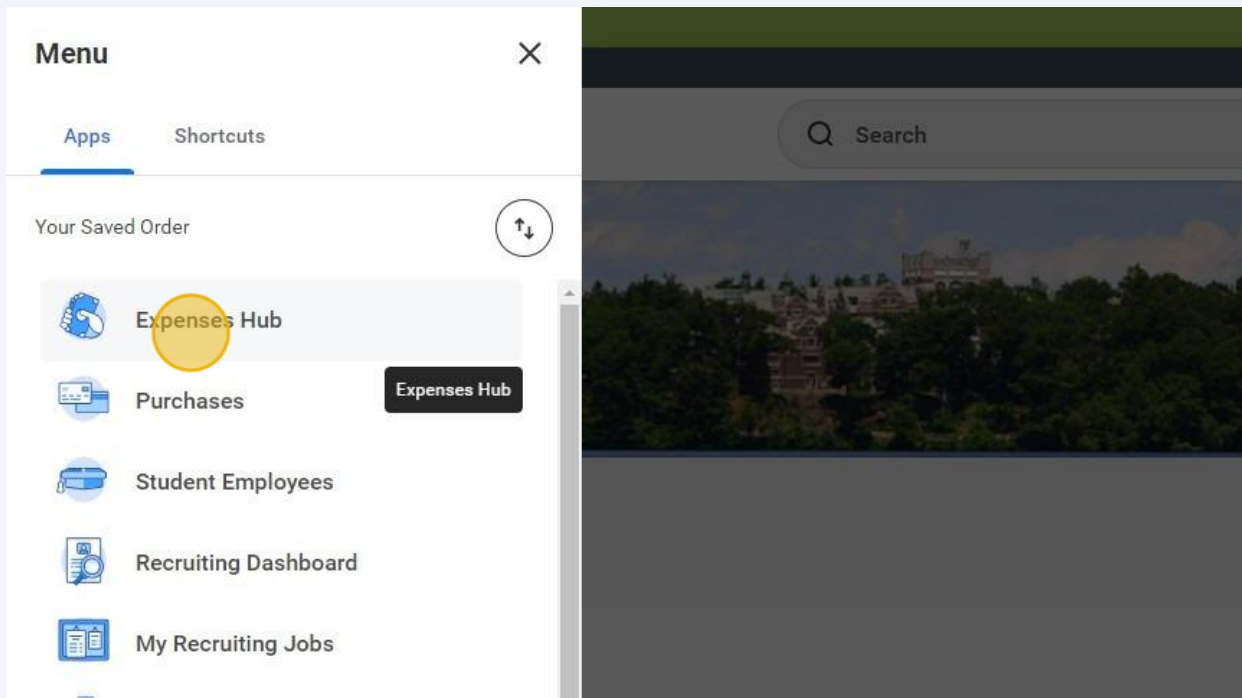


Tip! Before starting verifications, know the cost center you will charge and have all receipts ready. If you have any questions or get stuck please email: purchasing@wellesley.edu
We will be happy to assist you.

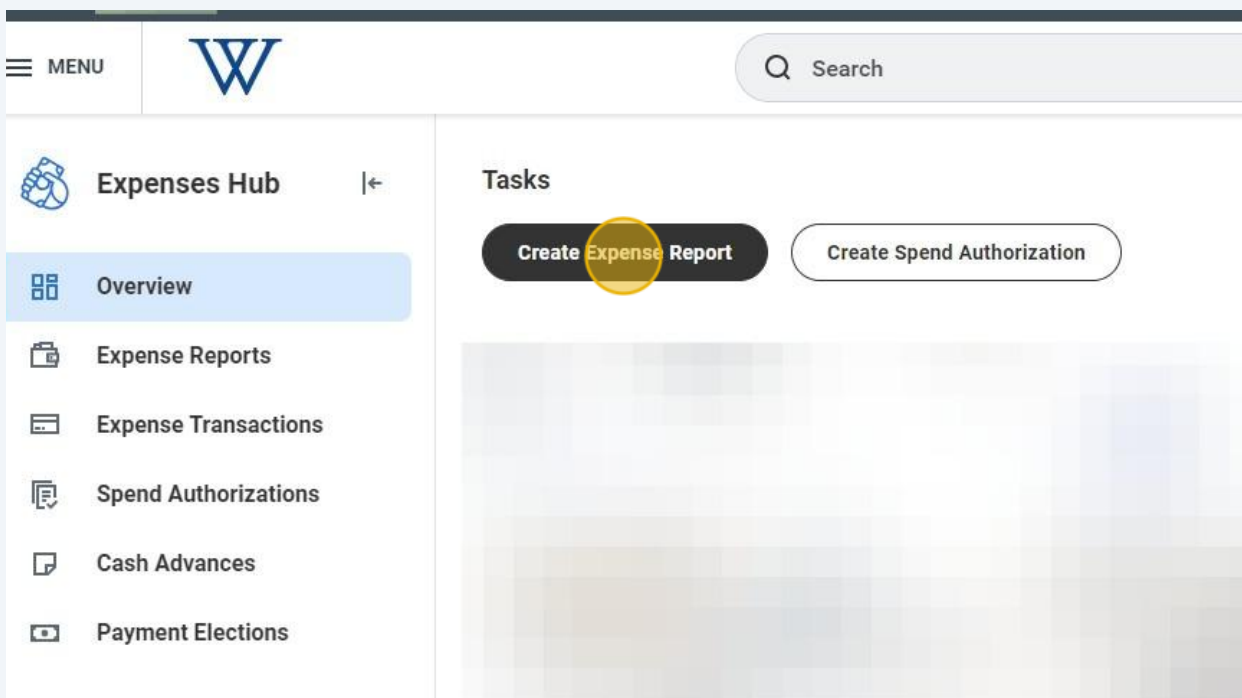
1 Log into Workday, Click "Menu" (at the upper left corner of the page)



2 Click on the "Expenses Hub" icon.



3 Click "Create Expense Report"



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Under **Expense Report Information**, you **MUST** complete the following required fields

- MEMO - provide the reason for the expense (for example "Baker Conference"), your travel dates, including the year (5/4/23 to 5/8/23, for example), and the destination city/cities.
- Expense Report Date - but only if you need to back-date the report to match the transaction date (usually only necessary when verifying after a new Fiscal Year has begun).
- BUSINESS PURPOSE - use the 3 bars located on the right-hand side of the field to search for the appropriate business purpose.
- Cost Center Information - If necessary, edit the default Cost Center to reflect the appropriate Cost Center, Gift, or Grant that these charges should be allocated to.
- *Please note that neither the "Memo" nor Business Purpose" fields have red asterisks to the left, but they are required.*

Create Expense Report

Expense Report Information

Expense Report For * Employee: _____

Creation Options * Create New Expense Report
 Copy Previous Expense Report _____
 Create New Expense Report from Spend Authorization

Memo AAMA Conference, 1/15/20-1/2-25, Boston

Company * Wellesley College ...

Expense Report Date * 03/05/2024

Business Purpose _____

Gift _____

Grant _____

Cost Center * CC4050 Career Education ...

Fund * FD100 Operating - Unrestricted ...

Division * CWS Center for Work and Service (President) ...

Instructions

For guidance on applicable charges, please refer to Wellesley's Travel Policy and Procedure located [here](#). Refer to the [Expense Checklist \(PDF\)](#) for successful preparation.

Expense Videos

- [Video 1 \(WATCH FIRST\): Intro to Expenses & Checklist](#)
- [Video 2: Creating a basic expense report](#)

If you lost your receipt, please use the [Missing Receipt Form](#).

Required Fields:

- Memo
- Business Purpose

OK Cancel



Alert!*** When you have completed the required fields on this page, scroll down to view your credit card charges.***

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Your 'New', unverified Tcard transactions will be listed below. You can "Select All" at the top, but please remember to select only the charges related to the particular trip or event that you are creating for the Expense report. Click "OK" at the bottom after you have made your selections.

Create Expense Report

Cost Center * CC4050 Career Education ...

Fund * FD100 Operating - Unrestricted

Division * CWS Center for Work and Service (President)

Program * PG120 Student Services

Additional Worktags

Credit Card Transactions

Select All

4 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	Q	01/29/2024		MARRIOTT SFO BURLNGME	MARRIOTT SFO BURLNGME	13.59	USD	BOA Travel Card	9301
<input type="checkbox"/>	Q	01/30/2024		LOGAN PKG MASSPORT EMV	LOGAN PKG MASSPORT EMV	123.00	USD	BOA Travel Card	9301
<input type="checkbox"/>	Q	01/30/2024		MARRIOTT SFO BURLINGAM	MARRIOTT SFO BURLINGAM	860.25	USD	BOA Travel Card	9301
<input type="checkbox"/>	Q	01/30/2024		BISTROT TERM 1 SFO	BISTROT TERM 1 SFO	30.95	USD	BOA Travel Card	9301

OK Cancel

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This is the 2nd and final page of the Expense Report; the transactions you selected will appear on the left and the first one will be highlighted: this is the charge you will be working on.
(You will also see error notices - this is normal! The errors will disappear as you complete the report.)

The screenshot displays a web interface for an expense report. On the left, a list of transactions is shown, with the first one highlighted in a red box:

Date	Description	Amount
Mon, Jan 29	MARRIOTT SFO BURLNGME	13.59 USD
Tue, Jan 30	LOGAN PKG MASSPORT EMV	123.00 USD

The main area is titled "Expense Line" and contains a "Drop files here" section with a "Select files" button. Below this is a form for a "Credit Card Transaction" with the following fields:

- Credit Card Transaction: 01/29/2024 MARRIOTT SFO BURLNGM 13.59 USD
- Charge Description: MARRIOTT SFO BURLNGME
- Expense Date: * 01/29/2024
- Expense Item: * [Empty field with error message: "Error: The field Expense Item is required and must have a value."] [Dropdown arrow]
- Total Amount: 13.59
- Currency: * USD
- Memo: [Empty text box]
- Gift: [Empty dropdown menu]
- Grant: [Empty dropdown menu]

On the right, there is an "Itemization" section with an "Add" button and a "Receipt Included" checkbox. A red banner at the top right indicates "2 Errors". At the bottom, there are three buttons: "Submit", "Save for Later", and "Close".

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Directly below the words "Expense Line", you will need to attach a receipt for the item. You can click on the "Select Files" button to search for and upload the receipt, or you can drag and drop it from your desktop.

NOTE: Receipts must show the item purchased, the purchase date, and the last four digits of your T&E card. The receipt must be in the format of a PDF, JPG/JPEG, or DOC/DOCX. If you have paid using cash or a card other than your college T&E card, the receipt must also include your name.

The screenshot displays a web interface for adding an expense line. On the left, a list of items is shown with dates and amounts. The main area is titled "Expense Line" and contains a form. A red box highlights a "Drop files here" area with a "Select files" button. To the right of this area is an "Itemization" section with an "Add" button and a "Receipt Included" checkbox. Below the highlighted area, the form fields are populated with: "Credit Card Transaction" (01/29/2024 MARRIOTT SFO BURLNGM 13.59 USD), "Charge Description" (MARRIOTT SFO BURLNGME), "Expense Date" (01/29/2024), "Expense Item" (a red-bordered input field with an error message: "Error: The field Expense Item is required and must have a value."), "Total Amount" (13.59), "Currency" (USD), "Memo" (empty), "Gift" (empty), and "Grant" (empty). At the bottom, there are "Submit", "Save for Later", and "Close" buttons. A red error banner at the top right indicates "2 Errors".

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In the Expense Item field, use the 3 bars on the right-hand side of the field to search for your expense, or type it in. In the example below, we typed "hotel" into the field and hit the "enter" key.

The screenshot shows an expense entry form. On the left, a list of expenses is visible, including 'SPORT EMV' for 123.00 USD. The main form area has a 'Comment' field at the top. Below it is an 'Upload' button. The 'Expense Item' field is highlighted with a yellow circle, and a search dropdown menu is open, showing 'Search Results (2)' with 'Hotel - International' selected and 'Hotel - Domestic' below it. An error message is displayed: 'Error: The field Expense Item is required and must have a value.' Other fields include 'Total Amount' (13.59), 'Currency' (USD), and a 'Memo' field.

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After you select "Hotel - Domestic", you will be prompted to enter more information under "Item Details". Complete this box.

The screenshot shows the expense entry form with the 'Item Details' section completed. The 'Expense Line' section shows a PDF upload of 'Marriot.pdf' and a comment field. The 'Expense Item' field is set to 'Hotel - Domestic'. The 'Item Details' section includes 'Arrival Date' (01/15/2024), 'Departure Date' (01/20/2024), 'Number of Days' (6), and 'Business Reason' (Conference). The 'Itemization' section has an 'Add' button and a 'Receipt Included' checkbox. The 'Expense Line' section also shows 'Total Amount' (13.59), 'Currency' (USD), and a '*Cost Center' field set to 'CC4050 Career Education'.

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NOTE: If you do not need to split a charge, you can skip ahead to step 12. If you need to “split” a charge between two different funds, click on “Add” under “Itemization.”

01/29/2024 MARRIOTT SFO BURLNGM 13.59 USD

MARRIOTT SFO BURLNGME

01/29/2024

x Hotel - Domestic

13.59

USD

Number of Days * 6

Business Reason * Conference

Itemization

Use the button below only if your company's expense policy requires itemization

Add

Receipt Included

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NOTE (Split charge only): An info box will open. Click “Add” a second time to add a second info box. Enter the appropriate dollar amounts, Expense Items, and funding sources in both boxes then click “Done”. (You may click "Add" to add as many costing info boxes as necessary.)

*Fund x FD100 Operating - Unrestricted

*Division x CWS Center for Work and Service (President)

*Program x PG120 Student Services

Additional Worktags

Personal Expense

Add

Done


Submit Save for Later

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
Repeat steps #7 through #11 for other charges listed on the left side of the page. (Note: the red 'warning' icons that appear next to the charges on the left of the page will disappear after you've completed a charge and moved on to the next.)

2 items Sort By: ▾


Mon, Jan 29

MARRIOTT SFO BURLNGME 13.59 USD 

Tue, Jan 30

LOGAN PKG MASSPORT EMV 123.00 USD 

Expense Line

 Marriot.pdf
✓ Successfully Uploaded!

Comment

Credit Card Transaction 01/29/2024 MARRIOTT SFO BURLNGM 13.59 US

Charge Description MARRIOTT SFO BURLNGME

Expense Date * 01/29/2024

Expense Item *

Total Amount 13.59

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When you have completed all charges included in your Expense Report, click "Submit" at the bottom of the page. After clicking "Submit", you will see a notice that says either "You have Submitted " or "Revise." If your notice indicates it has been successful, your ER submission is complete. If you had split a charge in your ER, you will be asked to 'Revise' the ER; in these cases simply click on the 'Revise' button and when your ER reopens, click 'Submit' again to complete the ER.

Total Amount	123.00
Currency	* USD
Memo	<input type="text"/>
Gift	<input type="text"/> ⋮
Grant	<input type="text"/> ⋮
*Cost Center	<input type="text" value="X CC4050 Career Education ..."/> ⋮
*Fund	<input type="text" value="X FD100 Operating - Unrestricted"/> ⋮
*Division	<input type="text" value="X CWS Center for Work and Service (President) ..."/> ⋮