# Pulling in My Wallet Transaction Job Aid

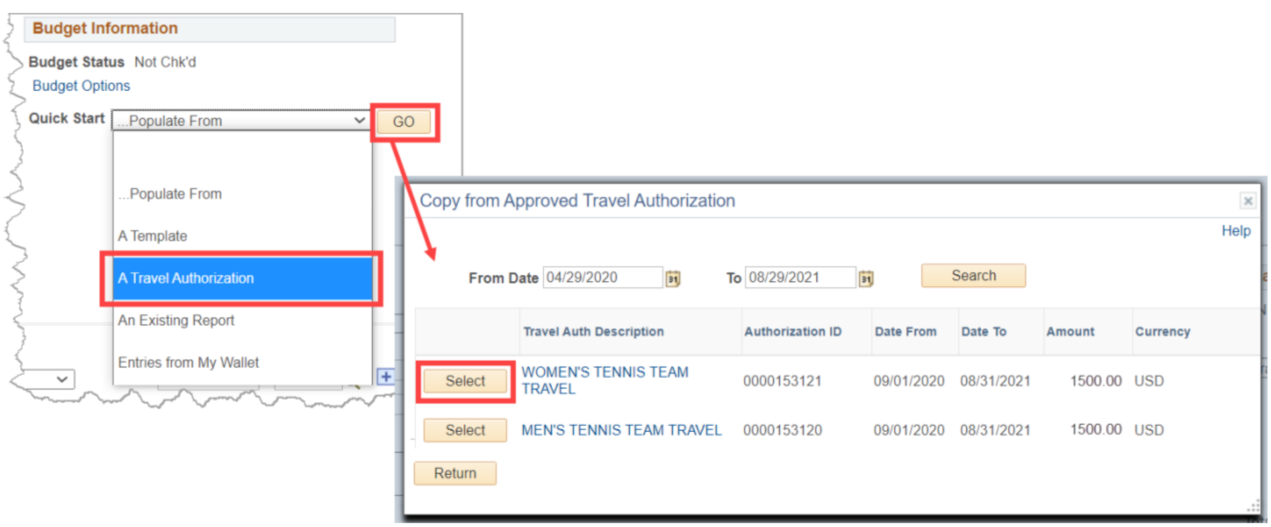
The purpose of this job aid is to explain how to pull My Wallet transactions into an expense report. Wallet transactions are processed for payment to CitiBank as expense lines on an expense report.

## Steps to pull in Travel Card Charges

1. Login to UTShare using your NetID and password.
2. To Create a Travel Expense Report, navigate to the Travel & Expense Homepage and click the **Create Expense Report** tile**.**

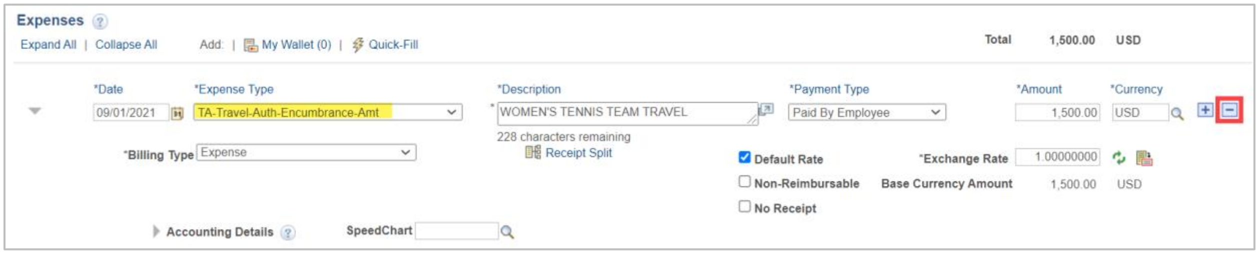
   Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify.**
3. The **Expense Report** page is displayed. From the **Add a New Value** page, enter or lookup the traveler's **Empl ID** of the person receiving the reimbursement and click **Add**.
4. The Create Expense Report page will populate. From the Quick Start, Populate From the drop-down menu, select **A Travel Authorization,** and click **Go**.
5. A list of approved Travel Authorizations will appear. Click the **Select** button for the Travel Authorization for the applicable trip. If the Travel Authorization does not appear, verify the dates on the Copy from Approved Travel Authorization screen are appropriate for the trip dates.

   **Note**: *If the Travel Authorization for the trip does not appear in the appropriate date range, confirm that the Travel Authorization has been fully approved and has not already been applied to another Expense report.*

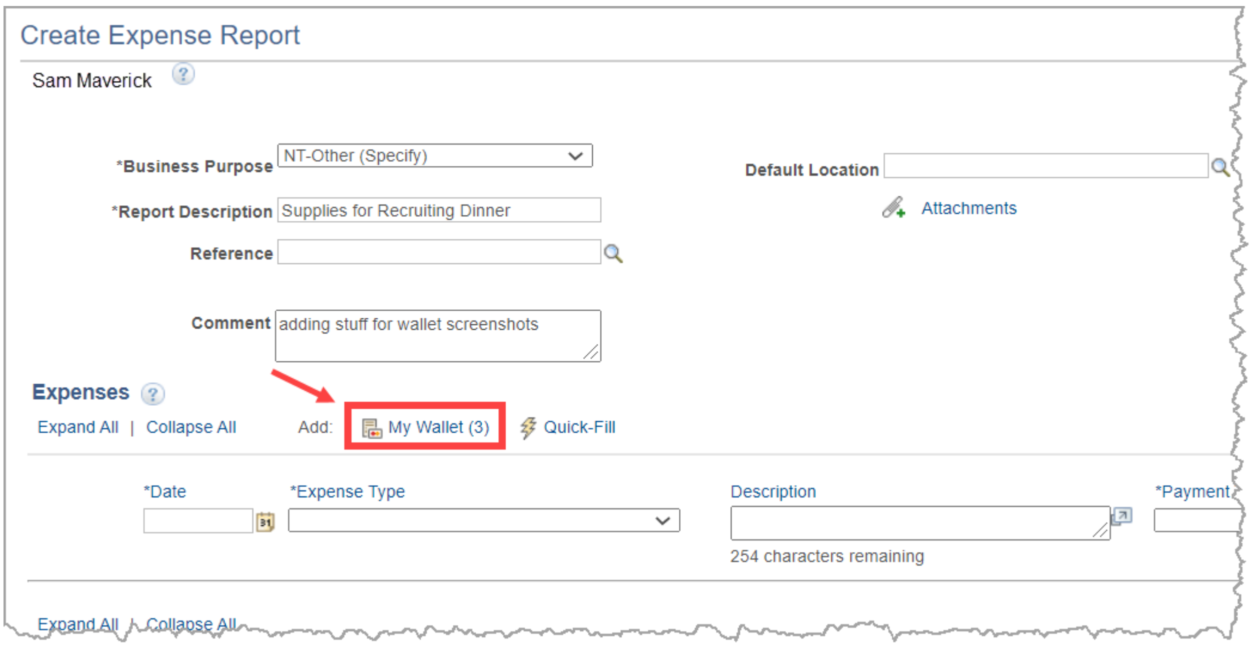



6. The Expense Report will now be populated with information from the Travel Authorization, along with the Travel Authorization Encumbrance line.
7. Click **Save for Later** in the top right corner. The Report ID# will be displayed.

8. **Delete the Travel Authorization Encumbrance line** using the minus symbol **(-)** at the right of the line.

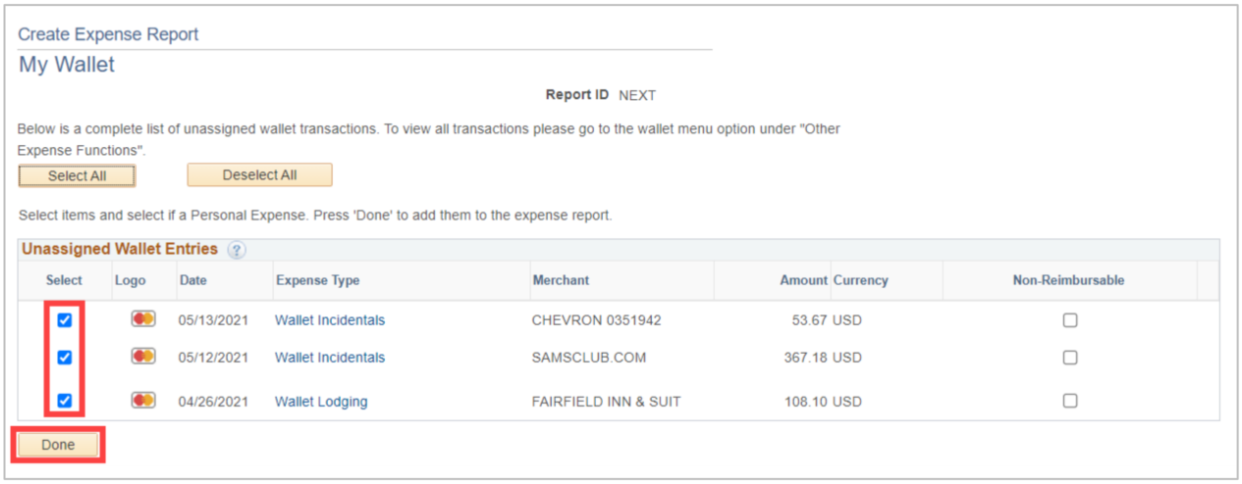



9. Click on the **My Wallet** link to access the transactions available to process. The number indicates how many transactions are available.

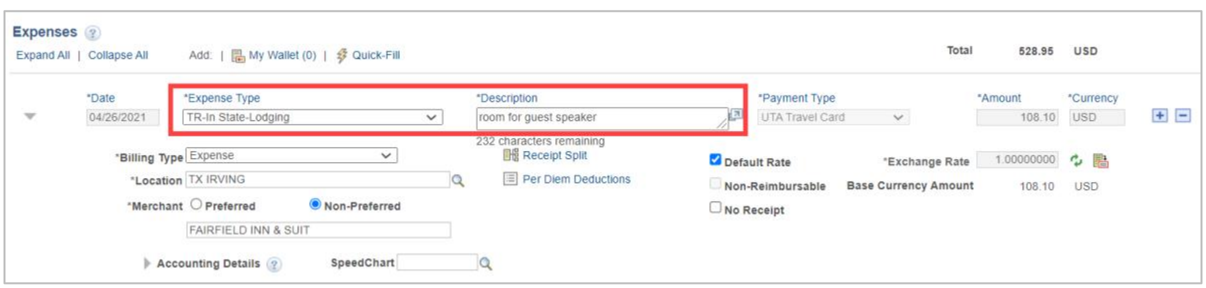



10. Select the My Wallet transactions to process on the expense report by clicking the **Select** box. If all transactions are to be processed, select the **Select All** button. Once the transactions are selected, click the **Done** button.

**Note**: *Clicking on the Expense Type on the My Wallet screen will display further information regarding the credit card transaction.*




11. The selected Wallet transactions will be pulled into the Expense Report. There are actions to take on each expense line.
    - Update the **Expense Type** to the appropriate Expense Type. Every line must be changed from a **Wallet** expense type to a Travel (TR) expense type.
    - When using My Wallet charges for regular travel meals, be sure to use the Meals Actuals Expense type, but these charges cannot exceed the allowed per diem for that location for the day.
    - If utilizing Entertainment Meals, per diem rules do not apply and an Official Occasion form must be completed, referenced and attached on the Expense Report.
    - When required, enter the expense line **Description** (requirement indicated by an asterisk and determined by the Expense Type selected).




12. Depending on the Expense Type selected, fill out all other required fields marked with an asterisk *.
13. Click the Accounting Detail drop-arrow to view or modify the chartfield values for the expense line.

    **Note**: *A default chartfield string will automatically populate on the expense report based on the Travel Profile.*

a. Use the + and – links to the right of the line to add additional accounting lines as needed.