Receipt Split in My Wallet Job Aid

The purpose of this job aid is to explain how to perform a receipt split within the My Wallet function of an expense report. Wallet transactions for Travel Lodging must be split into two transactions, one for lodging and one for the expense. See “My Wallet Expense Transaction Processing Job Aid” for how to pull the Wallet transactions into the ER.

1. To split the transaction, click the Receipt Split link.

2. On the Receipt Detail page, under the Split with Another Expense section, select the appropriate Lodging Tax Expense Type and click the Split button.

A new expense line is created in the right-hand, Current Expenses for Receipt column.

3. Next, click on the new Lodging-Tax line. Enter the Amount Spent that should be entered for the Lodging Tax line. With the tax amount entered, click the Update button.
4. This will update the amount of the new expense line. The expense amounts are displayed under the Current Expenses on Receipt section.

**Note:** If the wrong Expense Type is selected from **Split with Another Expense**, complete the process, delete the line, and the My Wallet transaction will revert to its original state and can be split again.

5. Once the expense line amounts are correct for both the Lodging and the Lodging Tax lines, click the Done button to return to the Expense Report.
6. There are now two lines for this My Wallet transaction.