Knowledge Services
OFFICE OF CONTINUOUS IMPROVEMENT

My Wallet Training Guide

Table of Contents

Introduction 2

How to Get a UTA Travel Card 2

Reconciling My Wallet Transactions 2

- **Steps to Reconcile Travel Card Charges** 2
- **Reconciliation Timeline** 9

Introduction

The Travel Card program at UTA utilizes Citibank MasterCards to streamline expenses incurred by employees while on official UTA business travel. This program has been designed to reduce the amount of personal funds used by the traveler as well as costs associated with cash advances. It also simplifies the processing of travel expense reports. Travel card holders must adhere to UTA Travel guidelines and procedures.

Travel Card purchases are reconciled through the MyWallet function in UTShare. Using MyWallet, expense transaction information can be pulled directly into an expense report, where accounting information can be assigned and approvals for the purchases obtained. Payment to CitiBank is generated through UTShare and charged to cost centers and projects according to the accounting entries made on the expense reports.

How to Get a UTA Travel Card

Current employees who overnight for official university business will be eligible to apply for the Travel Card. The application form, "*Request a Travel Card"* can be found in SharePoint.

Completion of the Canvas course "How to Travel for the University" is required for all applicants. This course covers the policies and procedures that govern business travel on behalf of the University and details the "why" behind business travel best practices for maintaining professional standards. This is a virtual, self-paced course that must be completed prior to submitting a Travel Card Application. The certificate will be required on the application.

Please see Procedure BF-T-PR1-13 University Travel Card Program for further details regarding the UTA Travel Card, including:

- Travel card expense limits
- How to report a lost or stolen card
- Processes for disputing fraudulent charges
- Cardholder termination or transfer instructions

Reconciling My Wallet Transactions

Credit Card charges made on the UTA Travel Card are imported from Citibank into the UTShare Wallet. Wallet transactions are processed for payment to CitiBank as expense lines on an expense report. The steps below detail how to pull a My Wallet transaction into an expense report, complete the expense report, and submit the expense report for payment to the vendor.

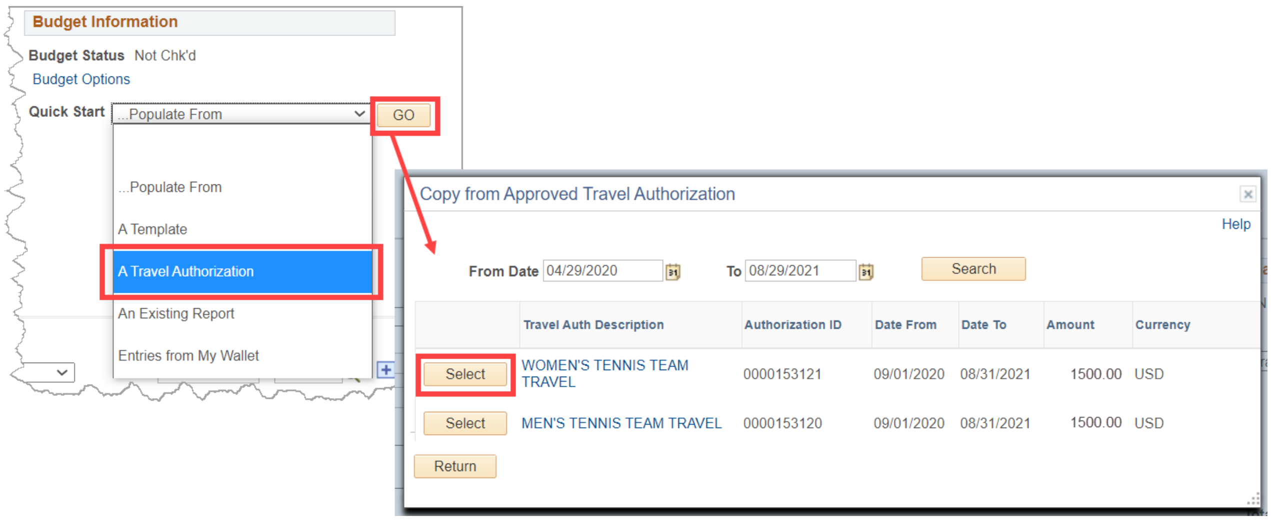
Steps to Reconcile Travel Card Charges

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

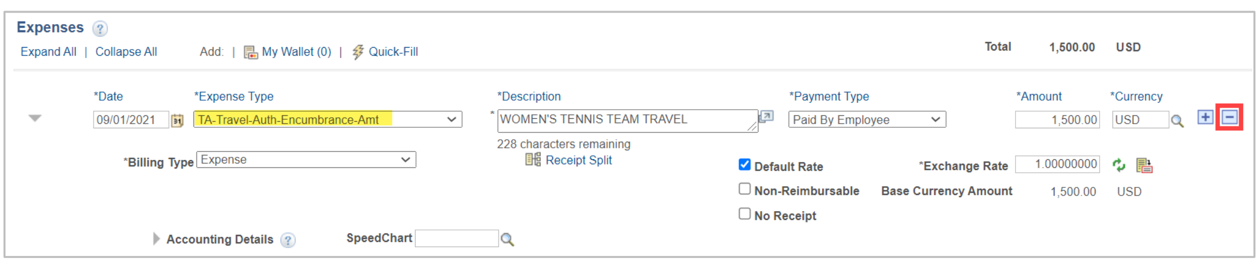
   Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify.**
3. The **Expense Report** page is displayed. From the **Add a New Value** page, enter or lookup the travelers **Empl ID** of the person receiving the reimbursement and click **Add**.
4. The Create Expense Report page will populate. From the Quick Start, Populate From 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.

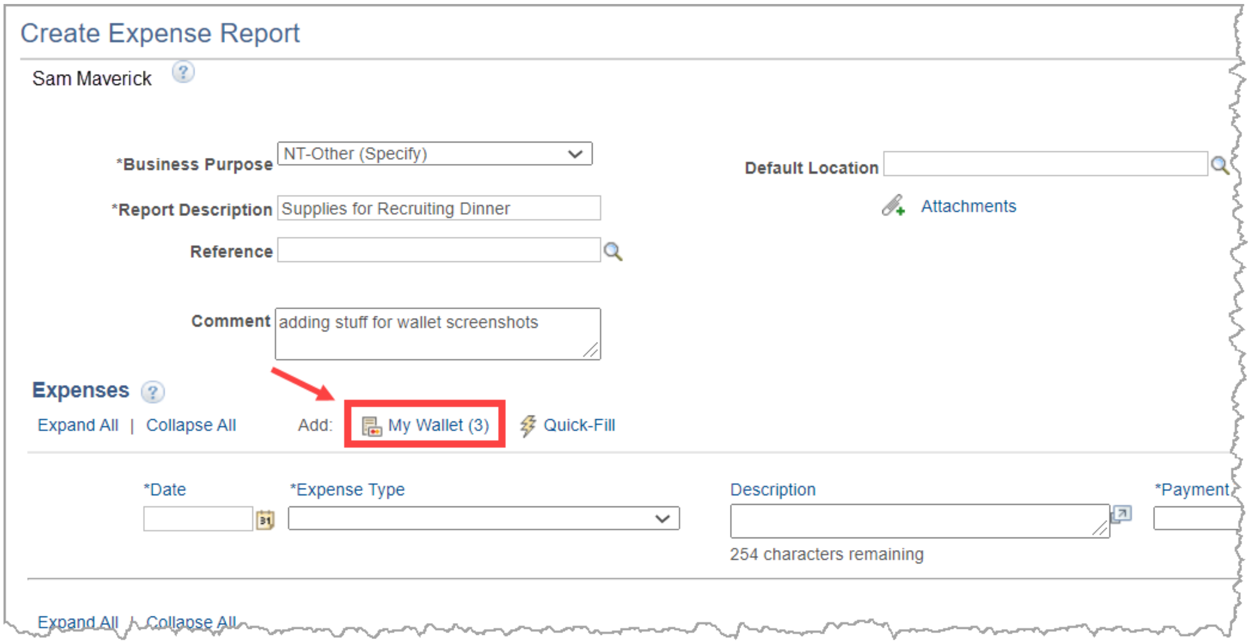
   Note: *If the Travel Authorization for the trip does not appear in the appropriate date range, confirm that the Travel Authorization has been fully approved and has not already been applied to another Expense report.*



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 "-" at the right of the line.

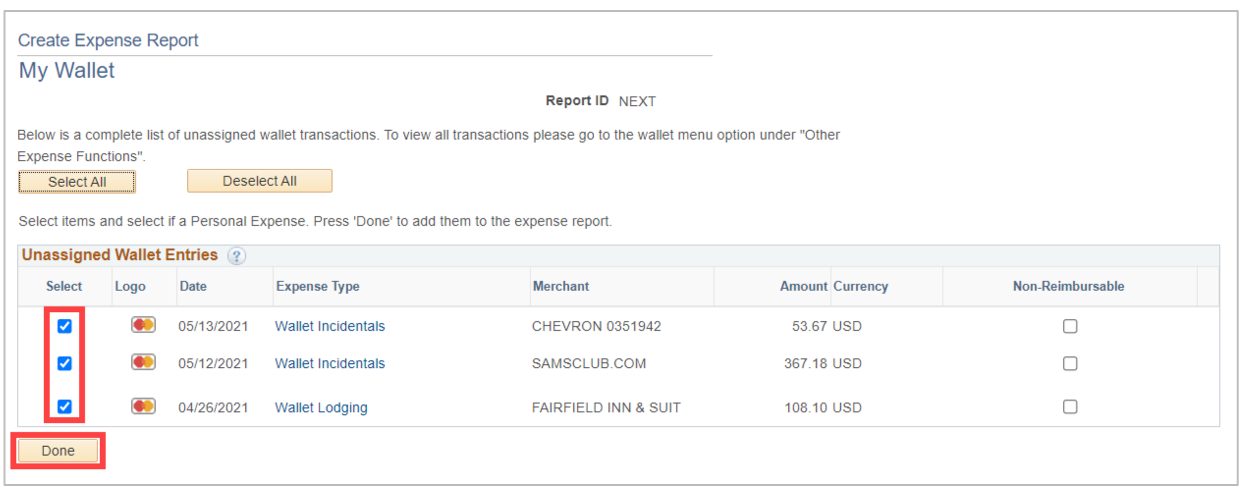


9. Click on the **My Wallet** link to access the transactions available to process. The number indicates how many transactions are available.



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.

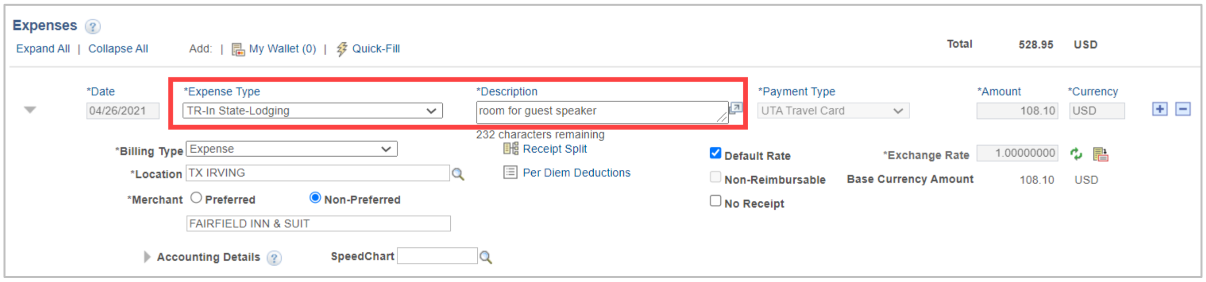
    Note: *Clicking on the Expense Type on the My Wallet screen will display further information regarding the credit card transaction.*



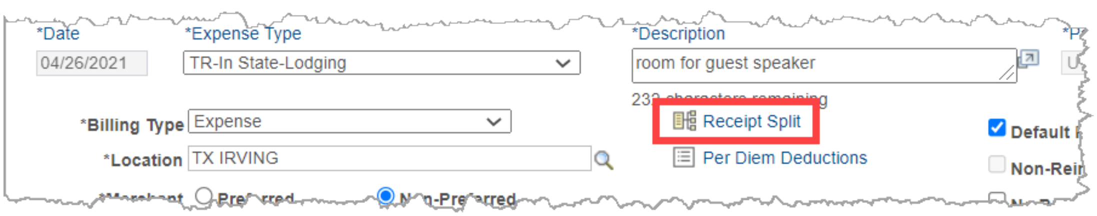
11. The selected Wallet transactions will be pulled into the Expense Report. There are actions to take on each expense line.

    - 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 and attached to the Expense Report.
- When required, enter the expense line "Description" (requirement indicated by an asterisk and determined by the Expense Type selected).

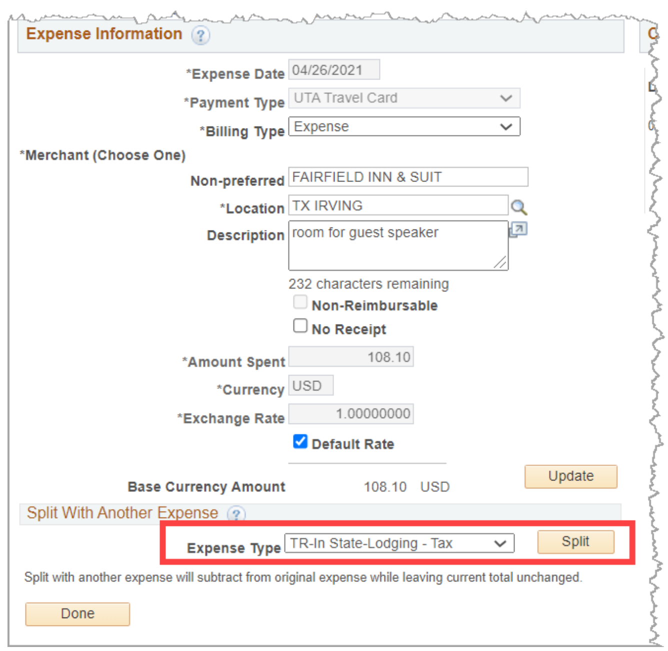


- My Wallet transactions for Travel Lodging must be split into two transactions – one for the lodging expense and one for the lodging tax expense. To split the transaction, click the "Receipt Split" link.

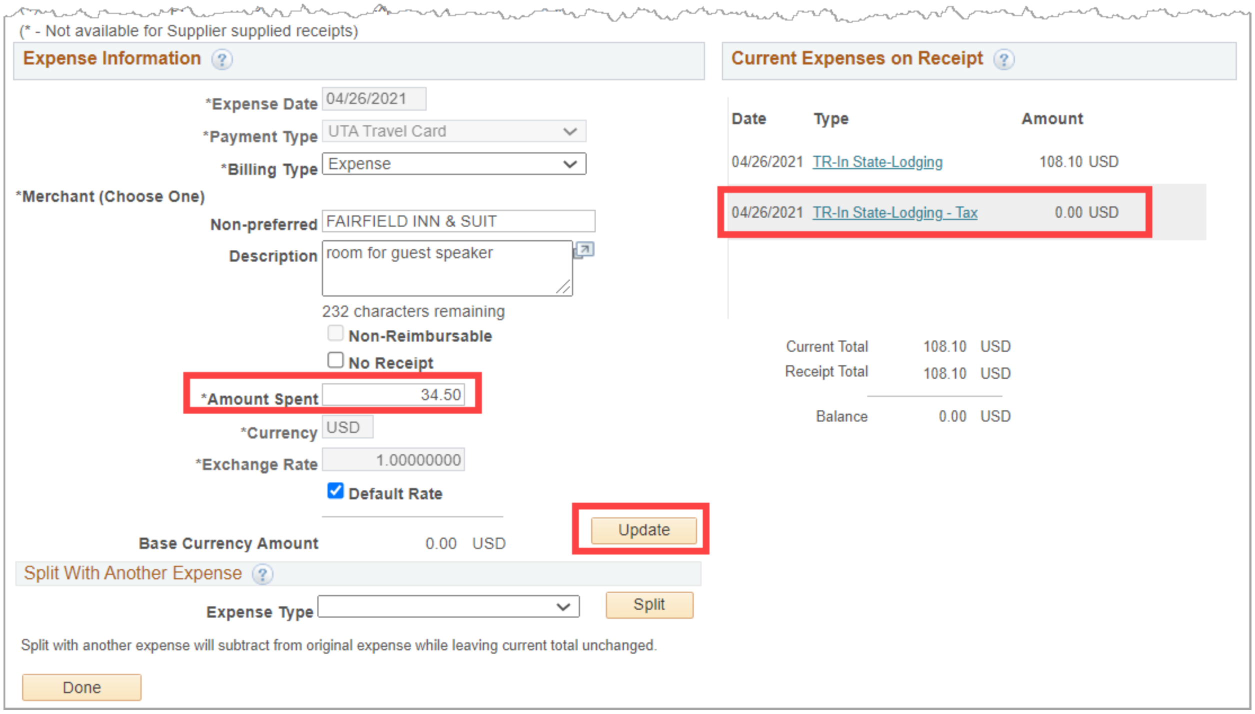


  - On the Receipt Detail page, under the Split With Another Expense section, select the appropriate Lodging Tax Expense Type and click the Split button.

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



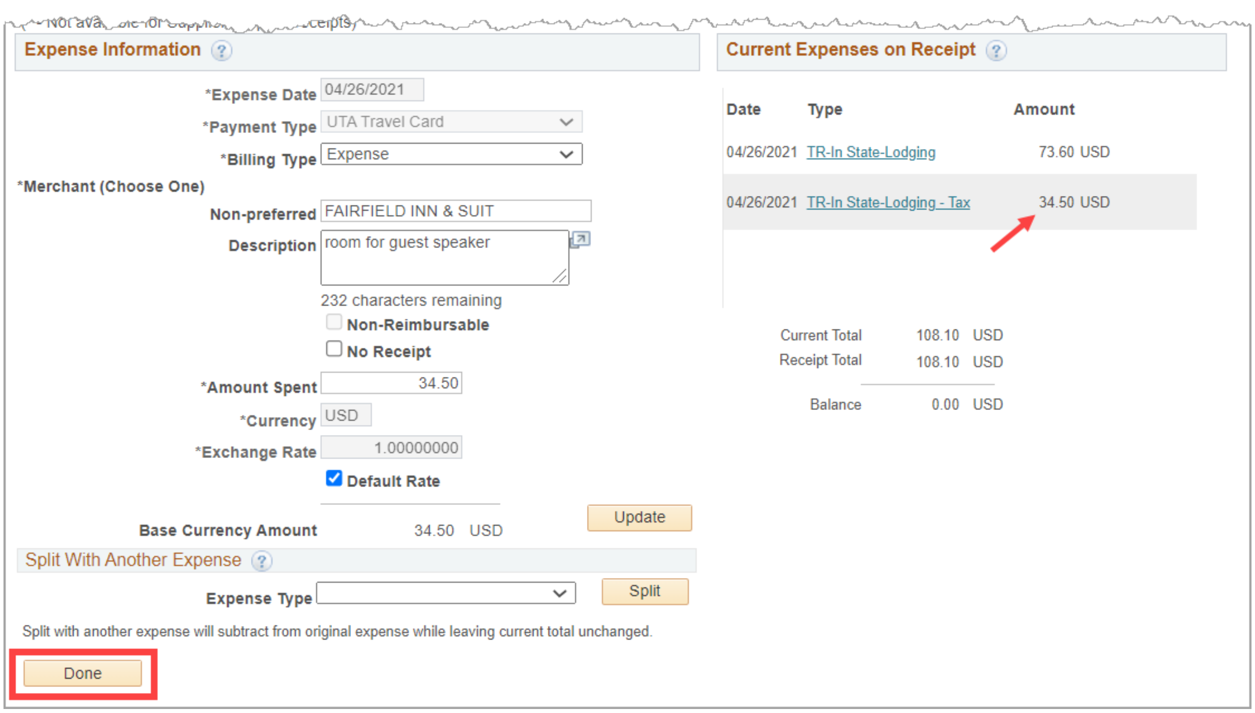
  - Next, click on the new Lodging-Tax line. Enter the Amount Spent that should be entered for the Lodging Tax line. With the tax amount entered, click the Update button.



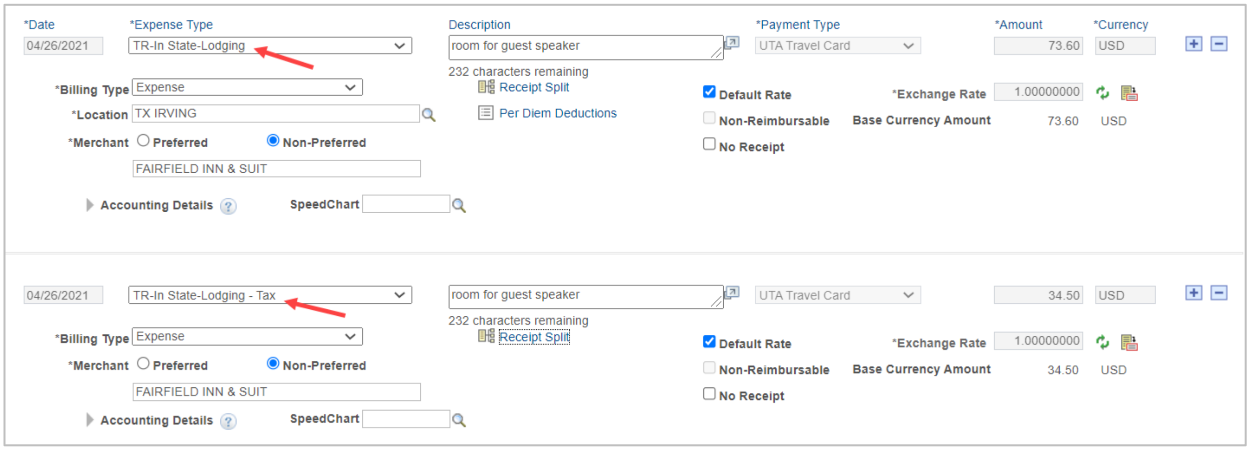
- This will update the amount of the new expense line. The expense amounts are displayed under the Current Expenses on Receipt section.

  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.*

- 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.

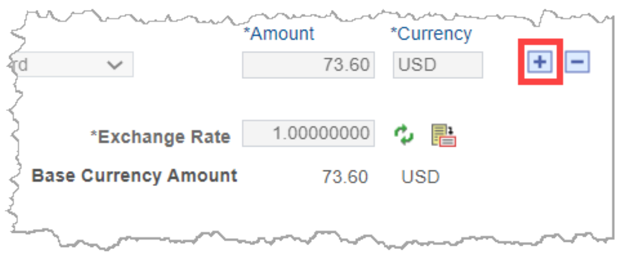


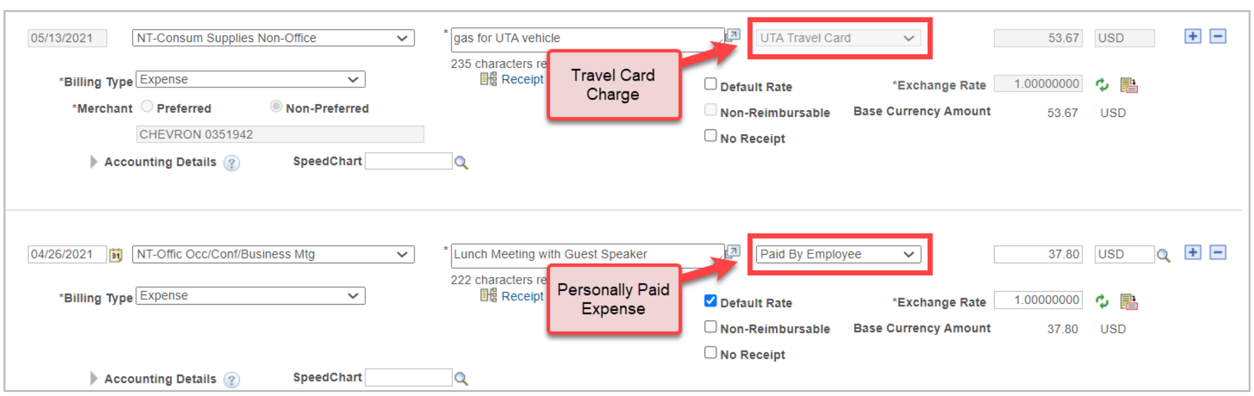
- There are now two lines for this My Wallet transaction.



12. Personally paid expenses to be reimbursed to the traveler can be added to the expense report if needed. These expense lines should be entered as normal Expense Report expense lines, using the Payment Type of Paid By Employee.

    Click the "+" button to add a new expense line to the Expense Report. Complete the expense line fields as necessary, per expense type.





Note: *For expense reports with both My Wallet and personal transactions, the Summary screen will detail how much will be paid to the employee and how much will be paid to the My Wallet credit card vendor.*

13. Depending on the Expense Type selected, fill out all other required fields marked with an asterisk *.

14. Click the Accounting Detail drop-arrow to view or modify the chartfield values for the expense line.

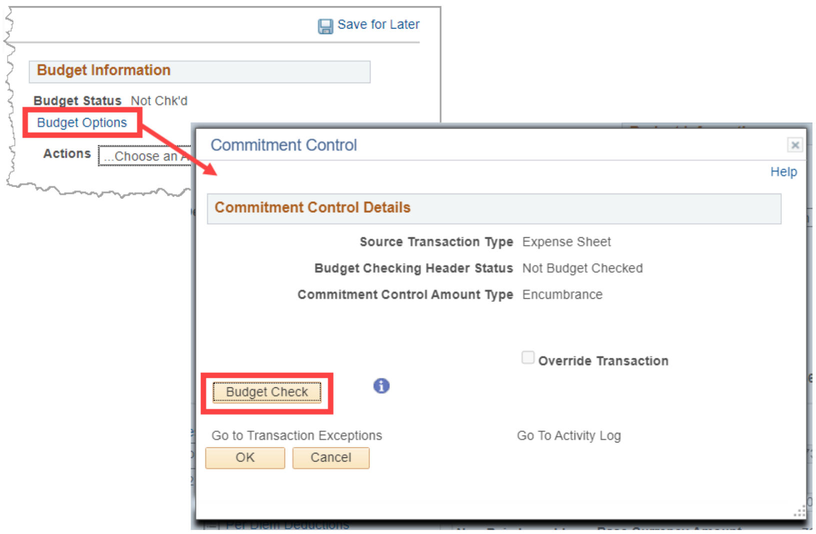
    Note: *A default chartfield string will automatically populate on the expense report based on the Travel Profile.*

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

15. Once all required fields are completed, run a Budget Check on the expense report.

    a. Click the **Budget Options** link.

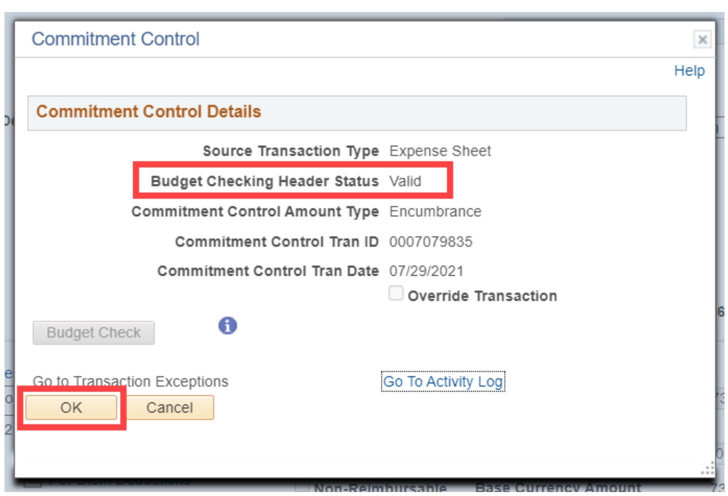
        i. Click the **Budget Check** button.



        ii. If budget checking is successful, you will see the status change from "Not Budget Checked" to "Valid".

        Note: *If budget checking is unsuccessful, click Cancel and verify/correct the Chartfield information and re-run the budget checking process.*

        iii. Click **OK** to return to the main page of the ER.

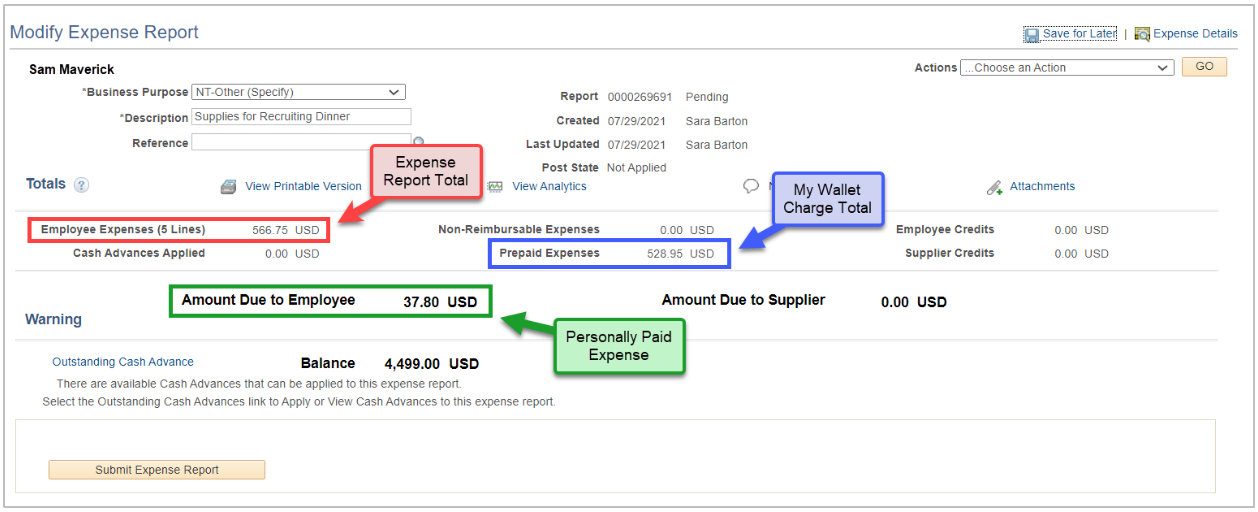


16. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. See Section "Add Attachments to Expense Report" for more information.

    Note: *The Office of Disbursements prefers everything merged into one PDF document.*

17. Once the ER is successfully budget checked and the supporting documents attached, click the **Summary and Submit** link in the top right corner.

18. From the Summary and Submit page, review the information, and click the **Submit Expense Report** button.
Note: *If changes are required, click the Expense Details link in the top right corner to return to the main page.*
19. Submit Confirmation is displayed detailing the person being reimbursed and the Amount Due. Click **OK** to complete the Expense Report into workflow approvals.



Reconciliation Timeline

An approved error-free expense report should be submitted to Travel Services no later than 30 days of the last day of travel. If an approved error-free expense report has not been submitted by the 61st day after the travel, the Travel Card charges become taxable to the traveler and the department. Cardholders who do not have an approved error-free expense report within 120 days after the last day of travel will have their Travel Card terminated and will not be able to request a cash advance.

30 Days After Travel	30-60 Days After Travel	61+ Days After travel	120 Days After Travel
Approved Expense Report Submitted for Travel Services Review.	Resolve identified issues; Error-free Expense Report Due by 60th Day post travel.	If error-free expense report not submitted, Travel Card charges become taxable.	If error-free expense report not submitted, Travel Card terminated.