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.
VERS: 20240306

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"
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.*

**Alert!***

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

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

**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.)
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.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Jan 29</td>
<td>MARRIOTT SFO BURLNGME</td>
<td>13.59 USD</td>
</tr>
<tr>
<td>Tue, Jan 30</td>
<td>LOGAN PKG MARRIOTT DMV</td>
<td>123.00 USD</td>
</tr>
</tbody>
</table>

**Expense Line**

- **Credit Card Transaction:** 01/29/2024 MARRIOTT SFO BURLNGM 13.59 USD
- **Charge Description:** MARRIOTT SFO BURLNGME
- **Expense Date:** 01/29/2024
- **Expense Item:** Hotel - Domestic
- **Total Amount:** 13.59 USD
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.