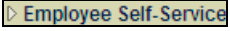
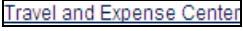
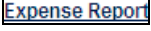

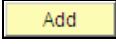
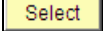

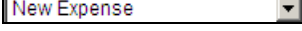

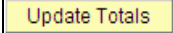
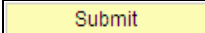
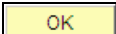









Expense Report with Dept. Card_My Wallet and Split Receipts

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Add button. 
6.	Select the TA (TAR) that you want to bring in to your expense report. Click the Select button. 
7.	Click the Detail tab. 
8.	Here you will enter "Paid by Department" if your dept paid for this expense type. Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " Paid by department ".
9.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>
10.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " Paid by department ".
11.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>
12.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " Paid by department ".
13.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>
14.	Click the Expenses from My Wallet... list to bring in any charges from your Travel and Entertainment card that relates to this trip. 
15.	Click the Add button. 
16.	Select the charge, then click the Done button on the bottom of the page. <input checked="" type="checkbox"/>

17.	Click the FIU Expense list item. 
18.	Click the Detail tab. 
19.	Click the Receipt Split button. 
20.	Click the Domestic Incidentals list item. 
21.	Click the Split button. 
22.	Enter the desired information into the Description field. Enter a valid value e.g. "Binders and teaching materials" .
23.	Enter the desired information into the Amount Spent field. Enter a valid value e.g. "600." .
24.	Click the Update button. 
25.	Click the Done button. 
26.	Enter the desired information into the Description field. Enter a valid value e.g. "GPS- personal item" .
27.	Click the Done button. 
28.	Click the Check For Errors button. 
29.	PS does not allow future dates of travel. If necessary, change the dates on the expense report.
30.	Click the Check For Errors button. 
31.	Click the Missing or invalid information was found. Click this icon to vi button. 
32.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. "44556677" . Once you have traveled, you will need to enter your airline ticket number.
33.	Click the Check Expense For Errors button. 
34.	Click the Return to Expense Report link. Return to Expense Report
35.	Click the scrollbar.

36.	<p>Click the Update Totals button.</p> <p>Notice: once you click on "Update Totals" you will see the breakdown of the reimbursable and non-reimbursable;e amounts. You can also see what is due to the employee.</p> 
37.	<p>Click the Submit button.</p> 
38.	<p>Click the OK button.</p> 
39.	<p>Click the Home link.</p> 
40.	<p>Click the Ledger Group object.</p> 
41.	<p>Click the Printable View list item.</p> 
42.	<p>Click the GO button.</p> 
43.	<p>Click an entry in the Report ID column.</p> 
44.	<p>Click the scrollbar.</p>
45.	<p>Click the Expense Receipt tab.</p> 
46.	<p>Click the Home link.</p> 
47.	<p>Congratulations. You have successfully completed an Expense Report using the Departmental Card, My Wallet Transactions, and Splitting a Receipt.</p> <p>End of Procedure.</p>