How to Work with My Corporate Card Expenses in the Expense Module

My Corporate Card is a US Bank personal-liability Visa corporate travel card issued to UW employees for travel and business-related expenses. Purchases made with the card are automatically stored in the Expense Module's My Wallet and the transactions are used to populate expense reports. Reimbursable expenses are paid directly to US Bank, by the university, on behalf of the cardholder. The following instructions will demonstrate how to work with My Corporate Card transactions in the Expense Module.

Note: *My Wallet expenses are accessible by a traveler's designated alternate(s).*

How to enter My Corporate Card Transactions into an Expense Report

My Corporate Card transactions can be entered into an expense report in one of the three following ways:

- Sign into eReimbursement. Click on **Expense tile** in the *Home Page area*. Click on **Create Expense Report tile** and a blank Expense Report will appear. Click on the **Add from My Wallet** to select entries from imported credit card transactions. Check the boxes in the *Select* column for the expenses to be imported into the expense report and click the **Import** button**.**

  Note: *The Add from My Wallet is only available when creating a new expense report. If the button is not present, see additional methods below.*
- Sign into eReimbursement. Click on **Expense tile** in the *Home Page area*. Click on **My Wallet tile** to select stored wallet transactions. Click on 'More' icon and Select the boxes in the *Select* column for the expenses to be imported into the expense report and click the **Report** icon/button**.**

  NOTE: You will not be able to import any corporate card charges related to Meals. The corporate card charge will be displayed but the check box will be greyed out. You need to manually add any meals charges to claim the total per diem amount.
- Enter the expense line manually and select **Corporate Card** as the Payment Method.

How to View Transactions in My Wallet

By accessing My Wallet from the Expense tile in Home Page, travelers/alternates can view Corporate Card transactions, payment history and/or delete transactions if necessary.

1) Sign into the Expense Module. Click on **Expenses** tile from Homepage.
2) Under *Expenses navigation collection* click on **My Wallet**.
   This list includes debits, credits and payments made to the account. If necessary, change the date range using Filter icon and click the **Done** button to include older transactions.
3) If you need to delete a transaction (e.g. transaction that was
   entered into an expense report manually), check the More Icon and then select the check box next to the item to deleted and hit the Delete icon.

How to change the Expense Type in My Wallet

1) Sign into the Expense Module. Click on **Expenses** tile from Homepage.
2) Under *Expenses navigation collection* click on **My Wallet**.

3) Choose the wallet item you want to change and pick the appropriate Expense Type
4) Choose Save