

Creating a Pcard Expense Report

Click + New to Start the Pcard Expense Report



Name Your Report and Click Save

The screenshot shows a form titled 'Expenses For Darin Teeple'. The top navigation bar includes '+ New' and 'Darin Teeple'. The form has a 'Cancel' button and a 'Save' button. The 'Report Name' field contains 'Pcard Expense Test'. The 'Pay Me In' dropdown menu is set to 'USD - US Dollars'. The 'Non-Employee Expense Report' checkbox is unchecked.

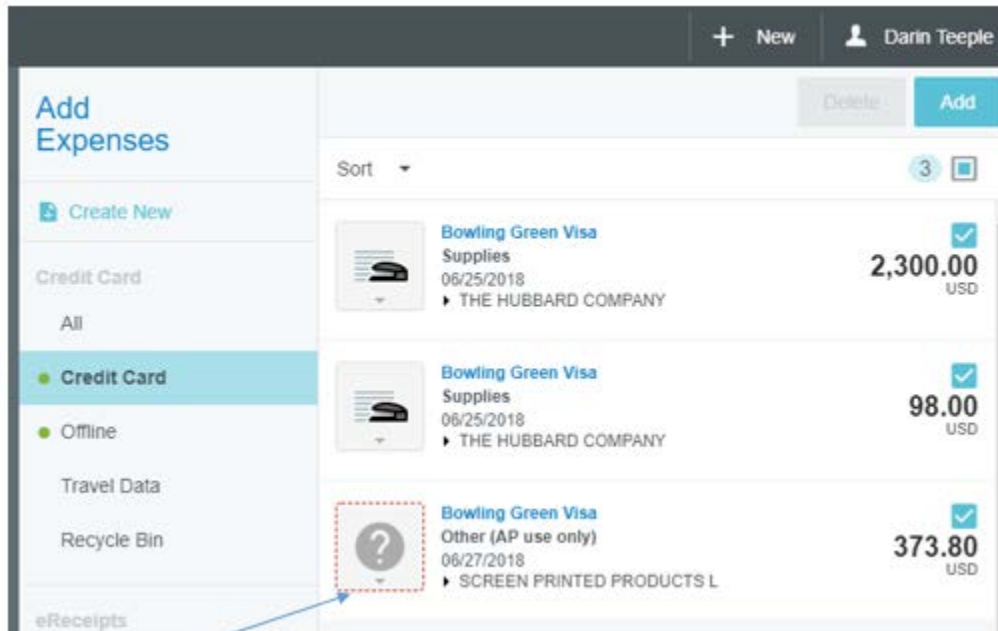
Expenses For Darin Teeple

Report Name: Pcard Expense Test

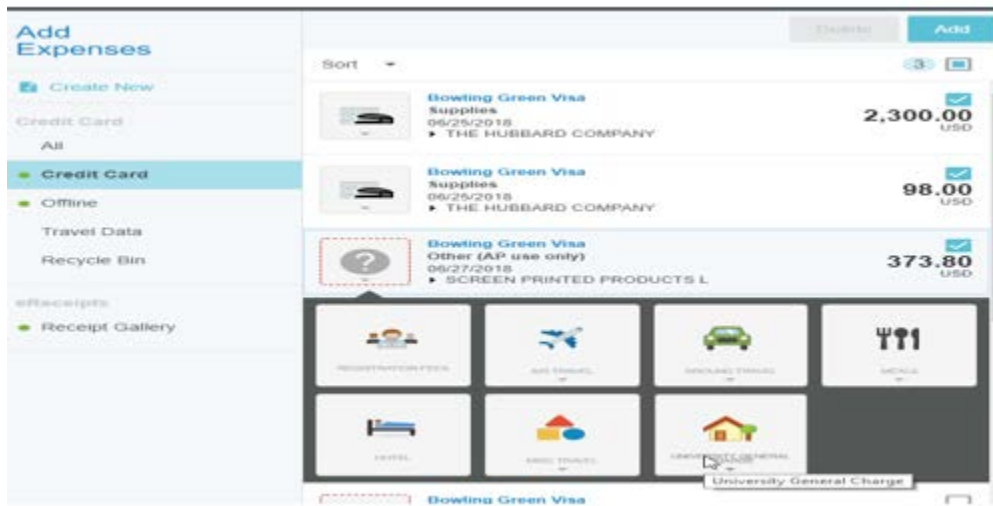
Pay Me In: USD - US Dollars

Non-Employee Expense Report:

Click on Credit Card and Select the Pcard Items You Would Like to Add to the Report Then Click Add



If an Expense Item Does Not Have an Expense Category Selected You Will Need to Select One



Fill in the Description and Account Code if Necessary, Click Receipt Attached, Add Allocation and Program Code and Click Save

Hotel

Date: 06/04/2018

Spent: 176.80 USD

Merchant: HAMPTON INNS

ATTENTION: This is being submitted as a PCard expense.
If the Hotel provides meals, you will not receive per diem.

Receipt Attached:

Allocation & Program Code: 111800OPER Chemistry Department Chemistry Department-OPER/10000-BGSU - BG Campus/1000

Note *the System Lets you Know That This is a Pcard Report

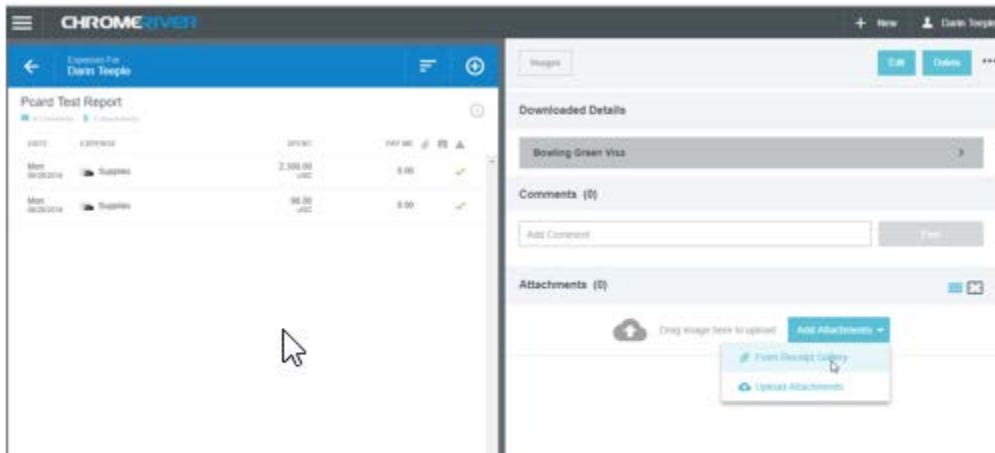
If a red Triangle Appears Next to an Expense Item Line it Must be Addressed With a Comment – add Comment and Click Save

Supplies

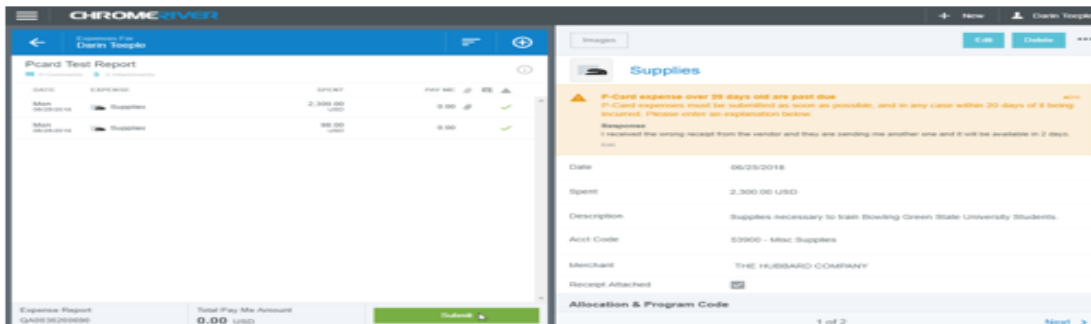
Expense Item Line: [Red Triangle Warning Icon]

Response: I received the wrong receipt from the vendor and they are sending the another one and I will be submitting in 2 days.

Finally you will need to add the Receipt Images – Click add Attachments and Select From Your Receipt Gallery or From a PDF Document on Your Computer



Click Submit then Submit Again



Note *the Total pay me Amount is \$0.00 Which Means This Is a Pcard Report

