

How to Work with My Corporate Card Expenses in e-Reimbursement

[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 e-Reimbursement'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 e-Reimbursement.

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 e-Reimbursement. Click on **Create** in the *e-Reimbursement-Expenses* box. A blank Expense Report will appear. Click on the **Quick Start** drop-down menu, select **Entries from My Wallet** and click **Go**. Check the boxes in the *Select* column for the expenses to be imported into the expense report and click the **Done** button.
Note: *The Quick Start drop-down menu is only available when creating a new expense report. If the drop-down menu is not present, see additional methods below.*
- Select **Expenses from My Wallet** from the drop-down menu located below the expense lines and click the **Add** button. Check the boxes in the *Select* column for the expenses to be imported into the expense report and click the **Done** button.
- 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 Employee Self-Service link, travelers/alternates can view My Corporate Card transactions and payment history and/or delete transactions if necessary.

- 1) Sign into e-Reimbursement. Click on **Employee Self-Service** in the menu on the left.
- 2) Under *Travel and Expenses* click on **My Wallet**. By default, a list of unassigned transactions from the last 365 days will appear. This list includes debits, credits and payments made to the account. If necessary, change the date range and click the **Search** 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 appropriate box in the *Mark for Delete* column and click the **Save** button.

Glossary

Unassigned: Transaction has not been imported from My Wallet into an expense report.

Assigned: Transaction has been imported from My Wallet into an expense report.

Note: *If a transaction is manually entered into an expense report, it will display as Unassigned in My Wallet.*

How to Change the Expense Type of a My Corporate Card Transaction

Expense Types for My Corporate Card transactions are automatically assigned based on the vendor. Sometimes the assigned expense type is inaccurate and will need to be changed prior to importation into an expense report. This can be done while reviewing transactions in My Wallet or while importing My Wallet transaction into an expense report.

Note: *Expense Types cannot be changed once My Corporate Card transactions are imported from My Wallet.*

- 1) While reviewing transactions in My Wallet, click on the expense link for the expense you wish to update.
- 2) On the *My Wallet Detail* page, choose the appropriate expense type from the drop-down menu and click the **Save** button.
- 3) Click the *Return to My Wallet* link.