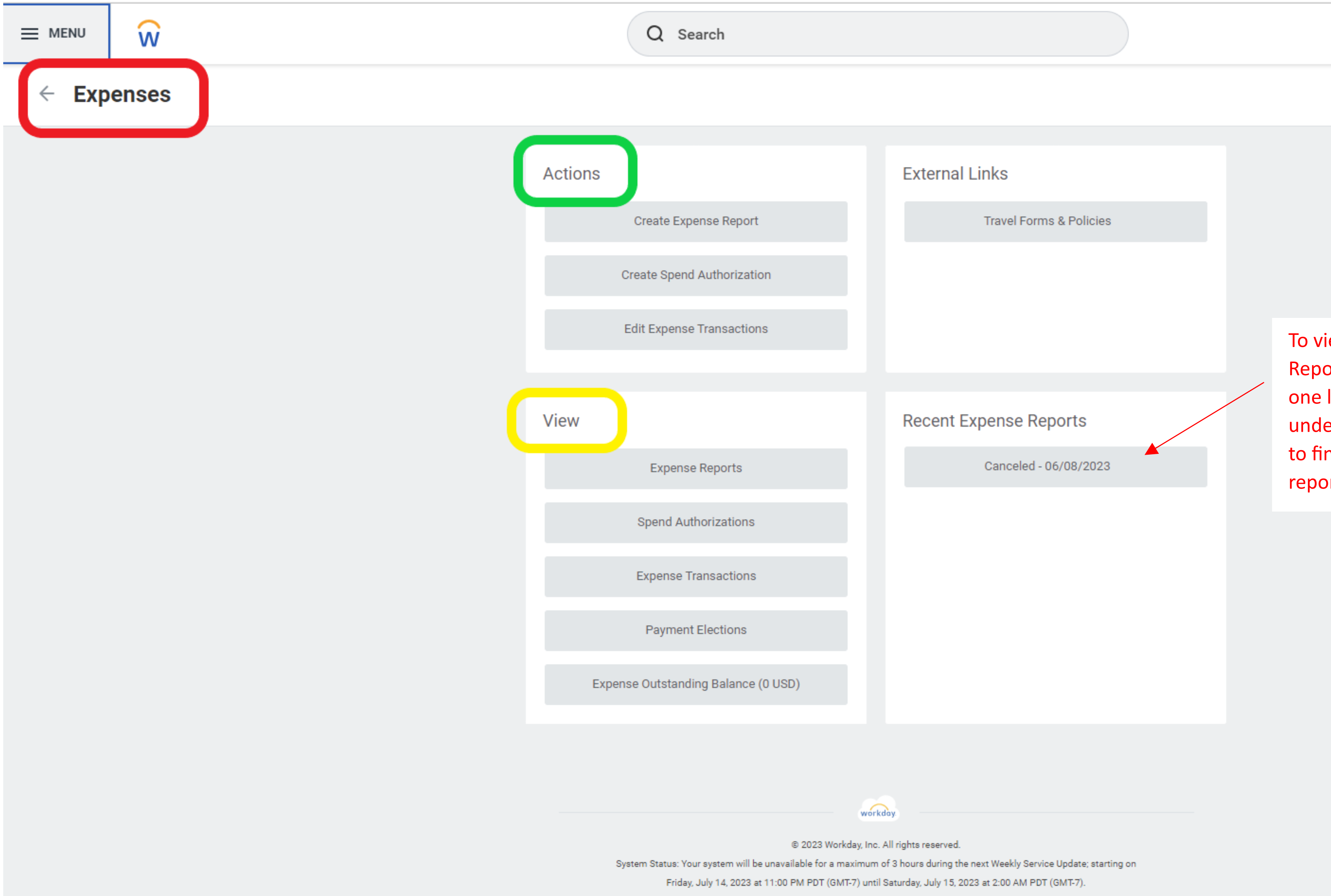
THE-Card transaction Reconciliation- CREATE AN EXPENSE REPORT

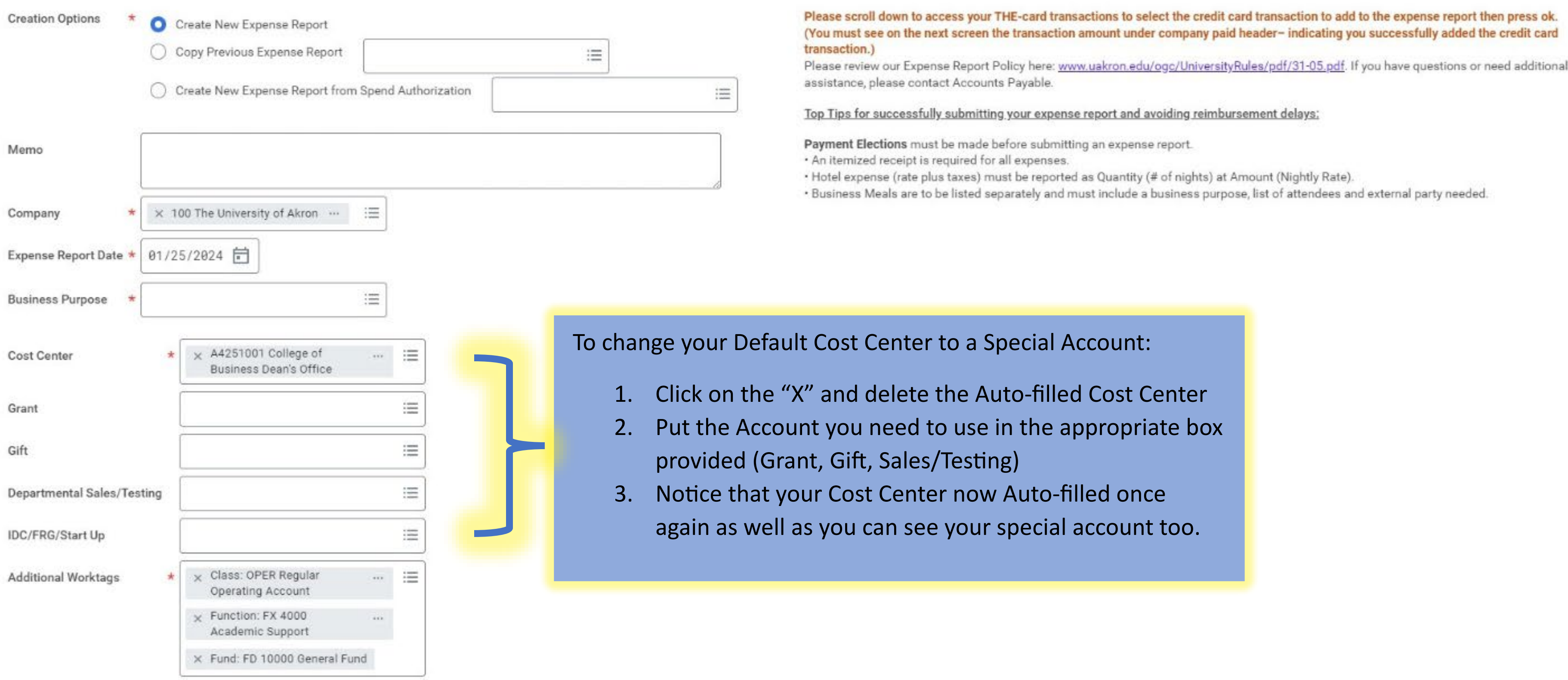
To Create an Expense Report, Go to Expenses > Actions > Create Expense Report



To view recent Expense Reports, click on the one listed and check under "Process History" to find out where your report is in the process.

If you created a Spend Authorization, you can click on the 3rd circle and find that Spend Authorization to auto-populate your required fields.

Otherwise, you must fill in each of the required fields, <u>including</u> the **Memo** section. You can change the Cost Center here or you will have a chance to change it for each transaction once you get into the report as well.



To change your Default Cost Center to a Special Account:

1. Click on the "X" and delete the Auto-filled Cost Center
2. Put the Account you need to use in the appropriate box provided (Grant, Gift, Sales/Testing)
3. Notice that your Cost Center now Auto-filled once again as well as you can see your special account too.

Next: Scroll to the bottom of this first page and below the "Additional Worktags" you will see that you are required to select THE-Card Transactions that you need to include with this report:

Gift	
Departmental Sales/Testing	
IDC/FRG/Start Up	
Additional Worktags *	Class: OPER Regular Operating Account Function: FX 4000 Academic Support Fund: FD 10000 General Fund

Credit Card Transactions   Quick Expenses

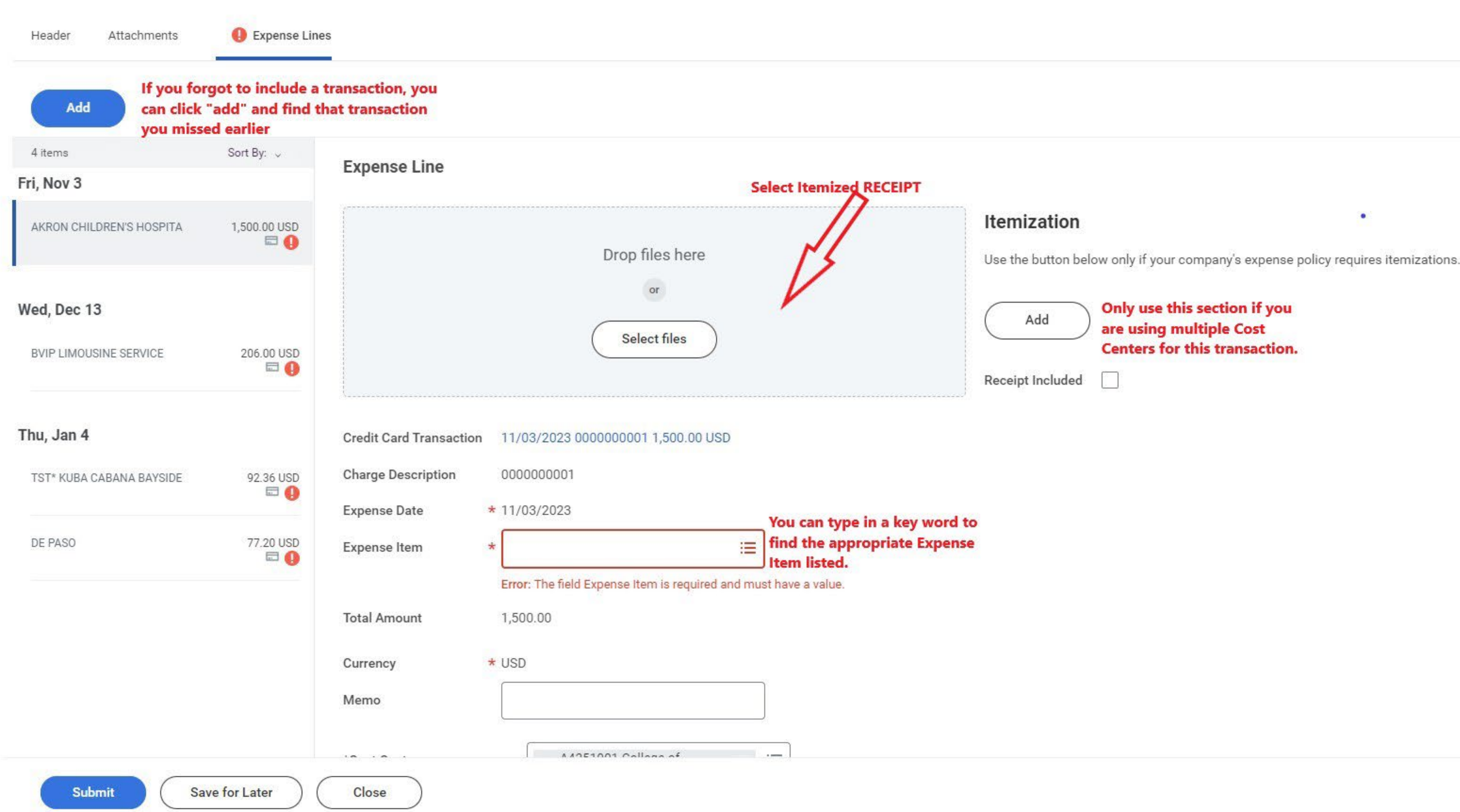
Select All

25 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
		11/03/2023		AKRON CHILDREN'S HOSPITA	0000000001	1,500.00	USD	UA Bank of America Expense Card
		12/13/2023		BVIP LIMOUSINE SERVICE	79500007	206.00	USD	UA Bank of America Expense Card
		01/04/2024		TST* KUBA CABANA BAYSIDE	3tn2Po1gxbNka6UJa	92.36	USD	UA Bank of America Expense Card
		01/04/2024		DE PASO		77.20	USD	UA Bank of America Expense Card
		01/04/2024		DC TRANSIT SERVICE CENTER		9.00	USD	UA Bank of America Expense Card

OK   Cancel

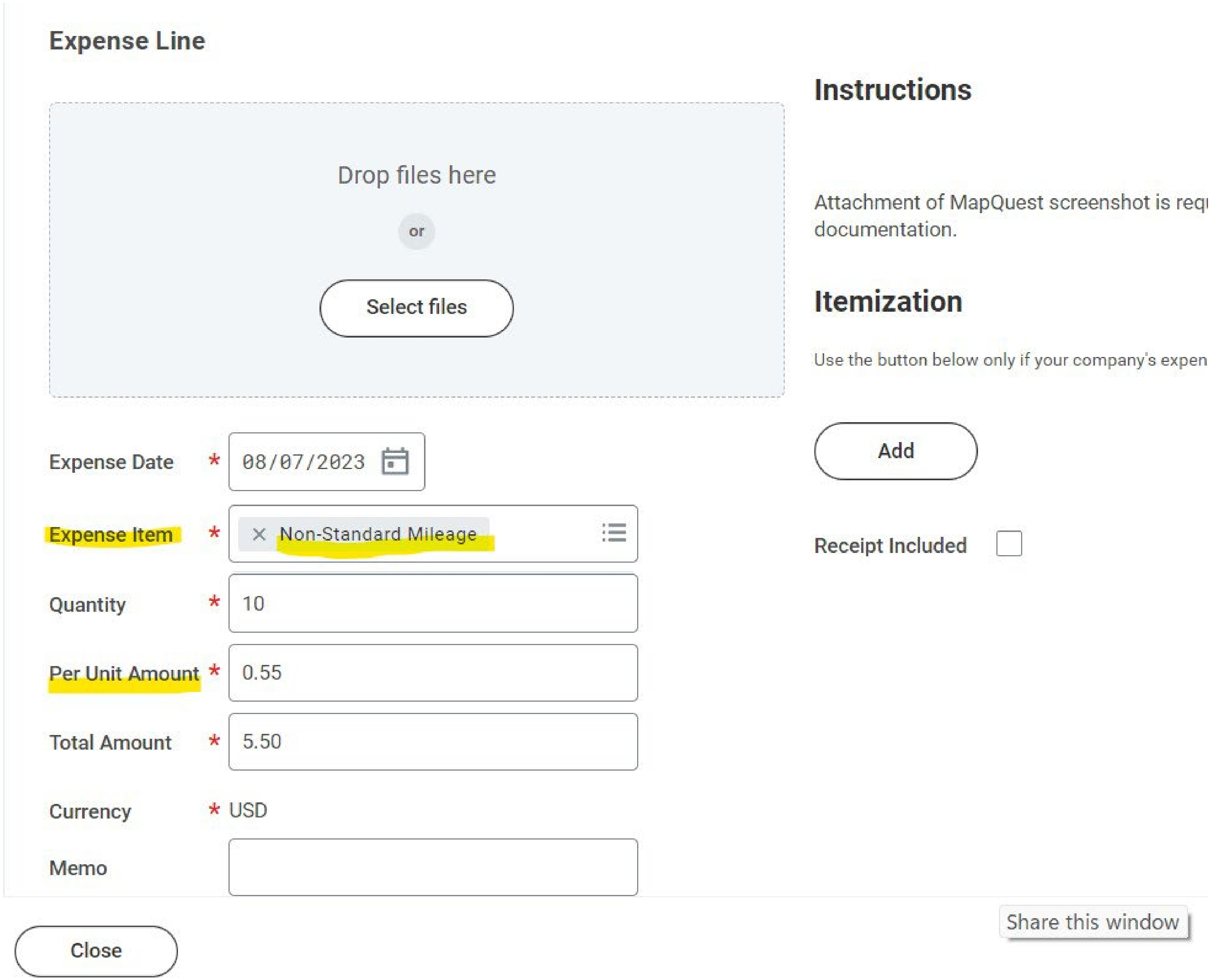
Select the transactions to include in this report by clicking on the open box at the beginning of each line listing a transaction and then click on "Ok"



Provide an itemized receipt, select the most appropriate Expense Item from the lists provided, provide the memo and check your cost center for each transaction on the list.

Once all transactions are completed, click on “Submit” to submit your transaction reconciliations (Expense Report) to the Cost Center managers for review.

For reimbursements, including mileage, that may be part of this same Expense Report, you can click on the blue "Add" button on the top left and add expense item lines. In "Expense Item" you can type "mileage" or "special Mileage" if you are not using the current government rate for mileage reimbursement. You do still need a receipt for each of your expense lines.



You should use your THE-Card for all TRAVEL, HOSPITALITY and EVENT purposes. However, we realize there are LIMITED reasons that you may need to pay with cash or claim per diem. For cash items, provide the details requested and an itemized receipt. Alcohol is NOT permitted on a PCard unless you have permission to use a special account to split your reconciliation. If claiming per diem, please provide the number of days and meals you need to include in one lump sum providing the information as requested. As a receipt, provide proof of travel.

You can use information on the Controller's website for per diem information:

Find per diem rates here: [Travel forms and policies : The University of Akron, Ohio (uakron.edu)]

The University of Akron
Office of the Associate Vice President/Controller

Search the University of Akron

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- AVP/Controller
- Policies, Procedures, and Guidelines
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- **Travel Forms and Policies**
- Partial Day Meal Per Diem Guidelines
- Property
- Payroll
- Payroll Forms

Travel forms and policies

Travel and honorarium forms

Travel Authorization Form

Standard Travel Expense Report

Athletic Team Travel Expense Report

Foreign Travel Expense Report **(Sponsored research only)**

Moving Expense Report

Honorarium and Expense Form for Non-University Personnel Excel PDF

Calendar 2023 Rates

Mileage Rate	65.5¢/mile
Standard Per Diem Meal Rate	$59/day
Moving mileage rate	22¢/mile
Listing of all state per diem rates	Excel PDF

Calendar 2022 Rates

Mileage Rate	62.5¢/mile
Standard Per Diem Meal Rate	$59/day
Moving mileage rate	18¢/mile
Listing of all state per diem rates	Excel PDF

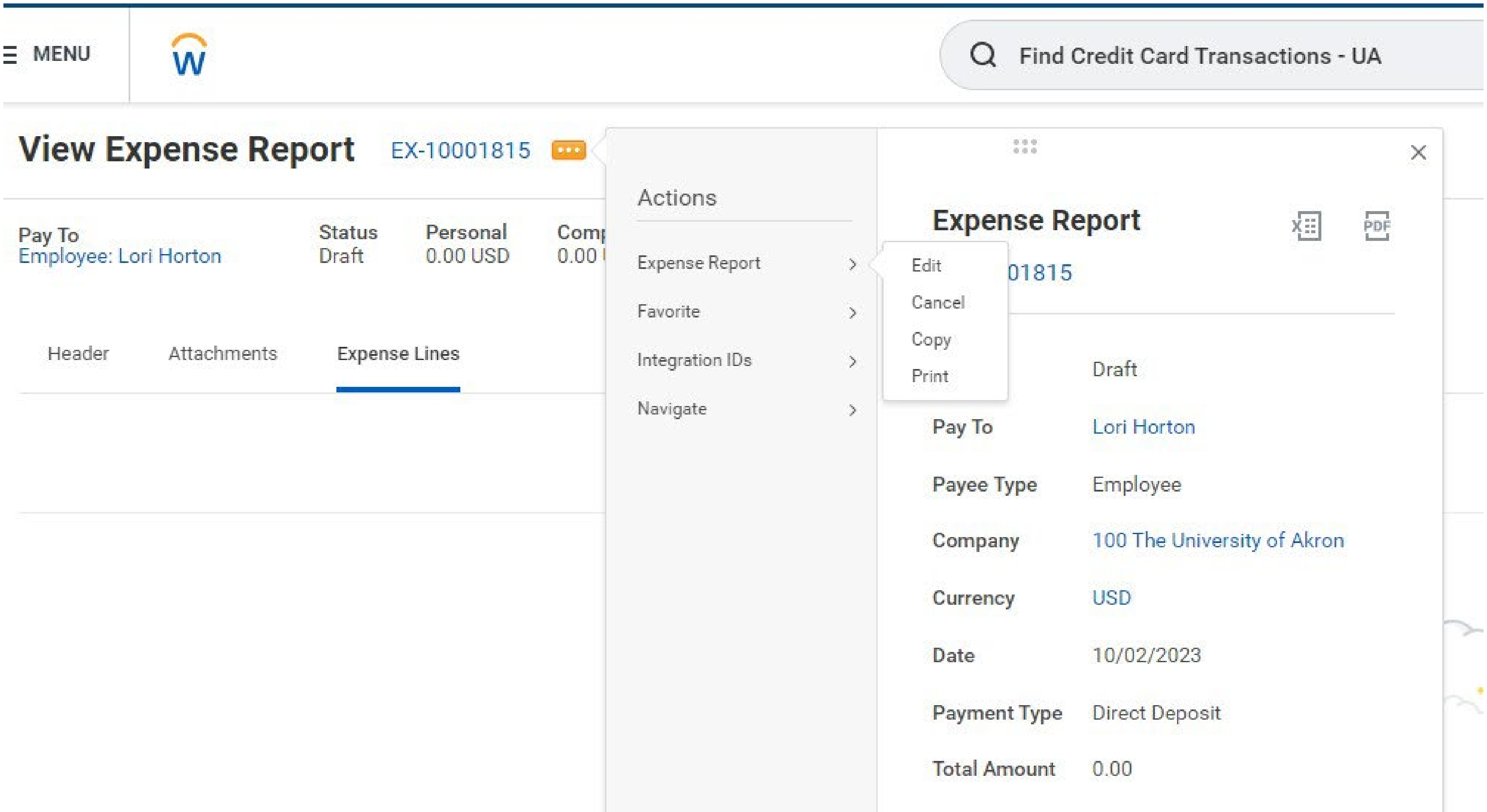
Look up per diems on the Excel spreadsheet

EXAMPLE:

IL	Chicago	Cook / Lake	October 1	November 30	$ 79		**$ 14**	**$ 18**	**$ 47**

If you need to edit an expense report that is in “draft” or cancel an Expense Report:

Click on the three dots beside the expense report number, click on Edit or Cancel under “actions > Expense Report”



If you still have questions, please feel free to contact us at any time.