Express is linked to the Travel & Entertainment (T & E) card. T&E charges are loaded into Express every business day. The **Outstanding Charges** tab on the *My Inbox* screen will open a list of unattached charges for viewing only.

You will be able to attach charges and send payments directly to your T & E account while creating the Expense Report document.
When you are creating an Expense Report you can attach T & E card transactions by clicking on the “Transactions” button from the Overview Tab (1) and the Items screen (2).
When you click on the "Transactions" button in either location, it opens a window that lists the unattached charges. You can sort the charges in this list by date order by clicking any of the column headers.

The binoculars icon allows you to select and change the Expense Type for that charge.

The magnifying glass icon allows you to view the details of that charge.

You can also remove a transaction from view by checking the transaction and clicking on "Remove".
Travel & Entertainment Card Transactions

To attach specific charges to an TR, click on the check box next to each item. To attach all of the charges displayed, click on the check box in the header column. After checking the appropriate charges, click on the “Attach” link.

Once you click on the “Attach” link you will see a verification screen which allows you to make changes: un-attach or attach additional charges.

Once completed, click “Done” at the bottom of the screen.
Once the charges have been selected and attached they will load into the Items tab in the expense report.

The red question mark indicates that information must be verified or additional information added, such as itemizing a lodging expense.

Click on the pencil to edit or complete the line item. Select the appropriate expense type and click “Save Item” at the bottom of the screen.
You are then taken to the line item detail screen to add required information such as the FAU allocation or lodging itemization. Once required information is entered, click on “Save” again.

Once the transactions are completed, you can save, submit, or continue adding line items manually.
Travel & Entertainment Card Transactions

Loading charges from the transactions link will **generate a payment directly to your T & E account.**

Note that there was a movie charged on the hotel bill. It is included in the Lodging itemization but has been marked “Do not reimburse (personal).” This will need to be paid by the employee directly to the T & E card bank.
The Financial Details link (in the Overview Tab) also shows the distribution of payment. The movie was marked “Do not reimburse (personal)” and thus becomes a payment that the employee must make to the T&E card bank directly.

Unlike the print detail, this screen shows the amount that the employee should pay to the T&E card bank based on the transactions included in this TR.