



Travel & Entertainment Card Transactions

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.

The screenshot shows the 'My Documents' interface with tabs for 'My Documents [1]', 'Documents To Review [0]', and 'Outstanding Charges [982]'. The 'Outstanding Charges' tab is highlighted with a green circle. Below the tabs is a search bar and a table of documents.

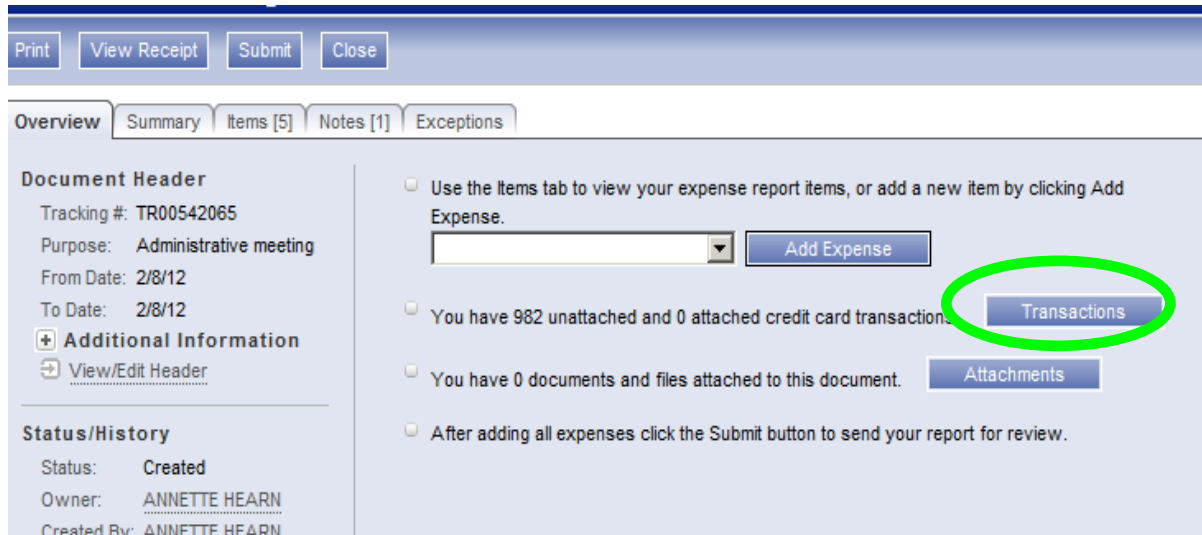
Action	Title	Type	Tracking Number	Total
[Icons]	Training Material	[Icons]	TR00542065	\$1,607.00

The screenshot shows the 'Outstanding Charges' interface with a search form and a table of transactions. The search form includes 'Find Credit Card Details' with 'From Date' and 'To Date' fields, and a 'Submit' button. Below the search form is a summary of outstanding charges and a table of unattached credit card transactions.

Outstanding Charges: 982 transaction(s) for \$47,231.69
Unattached Credit Card Transactions:

Date	CC Type	Merchant	Amount
8/1/08	USBank VISA Corporate Card	"LAFUCU ATM"/"LAFUCU ATM"	\$42.00
10/31/08	USBank VISA Corporate Card	"LAFUCU ATM"/"LAFUCU ATM"	\$102.00
3/6/09	USBank VISA Corporate Card	"LAFUCU ATM"/"LAFUCU ATM"	\$62.00
1/30/10	USBank VISA Corporate Card	*FINANCE CHARGE* CASH ADV	\$2.56

Travel & Entertainment Card Transactions



Print View Receipt Submit Close

Overview Summary Items [5] Notes [1] Exceptions

Document Header
 Tracking #: TR00542065
 Purpose: Administrative meeting
 From Date: 2/8/12
 To Date: 2/8/12
 + Additional Information
 View/Edit Header

Status/History
 Status: Created
 Owner: ANNETTE HEARN
 Created By: ANNETTE HEARN

Use the Items tab to view your expense report items, or add a new item by clicking Add Expense.

Add Expense

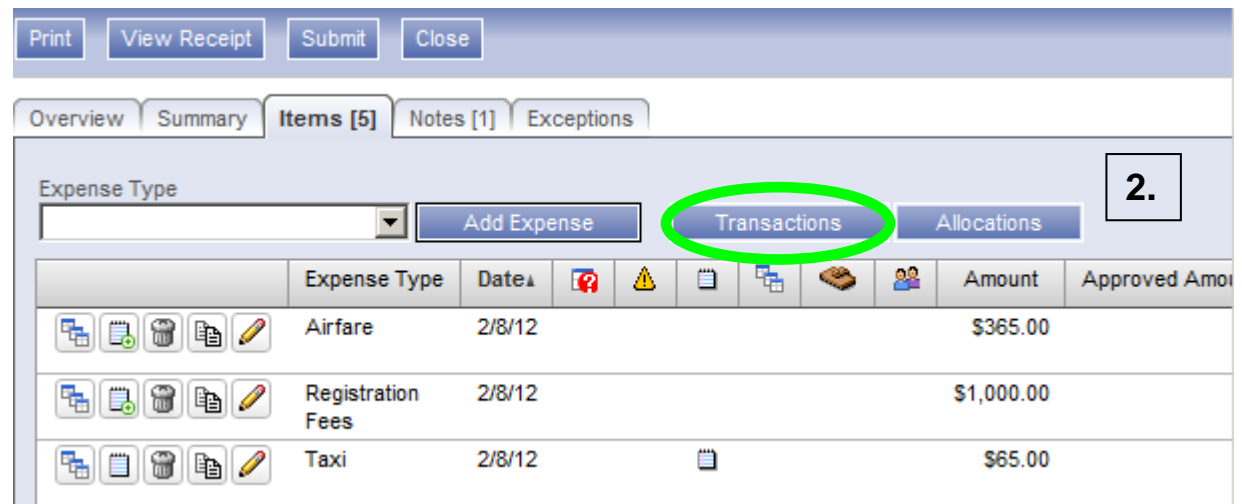
You have 982 unattached and 0 attached credit card transactions. **Transactions**

You have 0 documents and files attached to this document. Attachments

After adding all expenses click the Submit button to send your report for review.

1.

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).



Print View Receipt Submit Close

Overview Summary **Items [5]** Notes [1] Exceptions


Expense Type
 Add Expense **Transactions** Allocations


	Expense Type	Date						Amount	Approved Amount
	Airfare	2/8/12						\$365.00	
	Registration Fees	2/8/12						\$1,000.00	
	Taxi	2/8/12						\$65.00	

2.

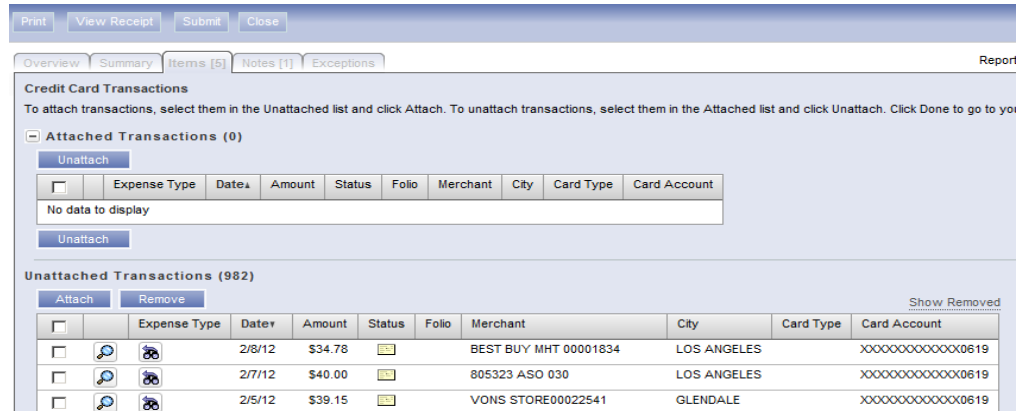
Travel & Entertainment Card Transactions

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”**.



Print View Receipt Submit Close

Overview Summary Items [5] Notes [1] Exceptions Report

Credit Card Transactions
To attach transactions, select them in the Unattached list and click Attach. To unattach transactions, select them in the Attached list and click Unattach. Click Done to go to yo

Attached Transactions (0)

Unattach

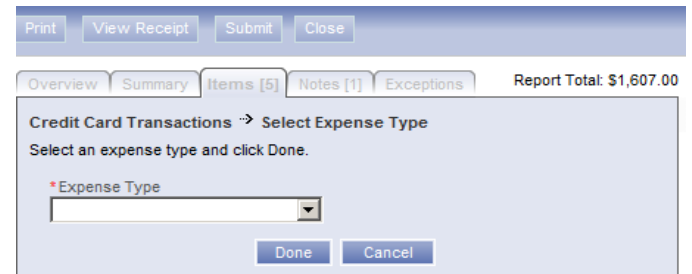
<input type="checkbox"/>	Expense Type	Date	Amount	Status	Folio	Merchant	City	Card Type	Card Account
No data to display									

Unattach

Unattached Transactions (982)

Attach Remove Show Removed

<input type="checkbox"/>		Expense Type	Date	Amount	Status	Folio	Merchant	City	Card Type	Card Account
<input type="checkbox"/>			2/8/12	\$34.78			BEST BUY MHT 00001834	LOS ANGELES		XXXXXXXXXXXXXXXX0619
<input type="checkbox"/>			2/7/12	\$40.00			805323 ASO 030	LOS ANGELES		XXXXXXXXXXXXXXXX0619
<input type="checkbox"/>			2/5/12	\$39.15			VONS STORE00022541	GLENDALE		XXXXXXXXXXXXXXXX0619



Print View Receipt Submit Close

Overview Summary Items [5] Notes [1] Exceptions Report Total: \$1,607.00

Credit Card Transactions -> Select Expense Type
Select an expense type and click Done.

*Expense Type

Done Cancel



Overview Summary Items [5] Notes [1] Exceptions Report Total

Credit Card Transactions -> Transaction Details
This transaction is not attached to an expense report

Transaction

Reference Number: 24399002039295070731126 Amount: \$34.78
Original Currency Amount: \$34.78 Transaction Date: Feb 8, 2012
Posting Date: Feb 9, 2012 Description:

Merchant

Name: BEST BUY MHT 00001834 City: LOS ANGELES
State/Prov: CA Zip/Postal Code: 000090039
SIC Code: 5732 Country: United States

Card

Card Issuer: USBank VISA Corporate Card Card Type:
Account Number: XXXXXXXXXXXXXXX0619 Card Holder: CHARLENE DOMINGUEZ
Card Address: 611 FISCHER ST University Paid: No
Card Status: Active

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Trusted sites | Protected Mode: Off



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.

Overview Summary **Items [5]** Notes [1] Exceptions Report Total: \$1,607.00

Credit Card Transactions
To attach transactions, select them in the Unattached list and click Attach. To unattach transactions, select them in the Attached list and click Unattach. Click Done to go to your items list.

Attached Transactions (0)
Unattach

<input type="checkbox"/>	Expense Type	Date	Amount	Status	Folio	Merchant	City	Card Type	Card Account
No data to display									

Unattach

Unattached Transactions (978)
Attach Remove Show Removed

<input type="checkbox"/>	Expense Type	Date	Amount	Status	Folio	Merchant	City	Card Type	Card Account
<input type="checkbox"/>		2/7/12	\$40.00			805323 ASO 030	LOS ANGELES		XXXXXXXXXXXX0619
<input type="checkbox"/>		2/5/12	\$39.15			VONS STORE00022541	GLENDALE		XXXXXXXXXXXX0619
<input type="checkbox"/>		2/4/12	\$50.40			JONS MARKET 14	GLENDALE		XXXXXXXXXXXX0619
<input type="checkbox"/>		2/3/12	\$12.00			RESERVATION REWARDS	800-732-7031		XXXXXXXXXXXX0619
<input type="checkbox"/>		2/3/12	\$47.29			WHOLEFDS GLN 10179	GLENDALE		XXXXXXXXXXXX0619
<input type="checkbox"/>		2/2/12	\$28.10			ICHIRAN JAPANFSF RFSTA	GI FNDAL F		XXXXXXXXXXXX0619

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.

Print View Receipt Submit Close

Overview Summary **Items [7]** Notes [1] Exceptions Report Total: \$1,659.00

Credit Card Transactions
To attach transactions, select them in the Unattached list and click Attach. To unattach transactions, select them in the Attached list and click Unattach. Click Done to go to your items list.

Attached Transactions (2)
Unattach

<input type="checkbox"/>	Expense Type	Date	Amount	Status	Folio	Merchant	City	Card Type	Card Account
<input checked="" type="checkbox"/>		2/3/12	\$12.00			RESERVATION REWARDS	800-732-7031		XXXXXXXXXXXX0619
<input checked="" type="checkbox"/>		2/7/12	\$40.00			805323 ASO 030	LOS ANGELES		XXXXXXXXXXXX0619

Unattach

Unattached Transactions (906)
Attach Remove Show Removed

<input type="checkbox"/>	Expense Type	Date	Amount	Status	Folio	Merchant	City	Card Type	Card Account
<input type="checkbox"/>		2/5/12	\$39.15			VONS STORE00022541	GLENDALE		XXXXXXXXXXXX0619
<input type="checkbox"/>		2/4/12	\$50.40			JONS MARKET 14	GLENDALE		XXXXXXXXXXXX0619
<input type="checkbox"/>		2/3/12	\$47.29			WHOLEFDS GLN 10179	GLENDALE		XXXXXXXXXXXX0619
<input type="checkbox"/>		2/2/12	\$28.10			ICHIRAN JAPANFSF RFSTA	GI FNDAL F		XXXXXXXXXXXX0619



Travel & Entertainment Card Transactions

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.

Print View Receipt Submit Close

Overview Summary **Items [7]** Notes [1] Exceptions Report Total: \$1,659.00

Expense Type Add Expense Transactions Allocations

	Expense Type	Date					Amount	Approved Amount	Payment Type	Merchant	City	Deduction
		2/3/12					\$12.00		US Bank T & E Card	RESERVATION REWARDS	800-732-7031	
		2/7/12					\$40.00		US Bank T & E Card	805323 ASO	LOS ANGELES	
	Airfare	2/8/12					\$365.00		Direct Billing System	Delta		
	Registration Fees	2/8/12					\$1,000.00		Prepaid by University			

Print View Receipt Submit Close

Overview Summary **Items [7]** Notes [1] Exceptions Report Total: \$1,659.00

Set Expense Type

The credit card transaction associated with this item is missing an expense type. To edit this item, first select an expense type and click Save.

*Expense Type

Credit Card Transaction Details

Transaction

Reference Number: 24015172038004891034538 Amount: \$40.00
 Original Currency Amount: \$40.00 Transaction Date: Feb 7, 2012
 Posting Date: Feb 8, 2012 Description:

Merchant

Name: 805323 ASO 030 City: LOS ANGELES
 State/Prov: CA Zip/Postal Code: 000090039
 SIC Code: 5542 Country: United States



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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.

Print View Receipt Submit Close

Overview Summary Items [7] Notes [1] Exceptions Report Total: \$1,659.00

Set Expense Type → Expense Item Other Ground Transportation
Enter the changes for this expense item and click Save.

Standard Information

* Date	* Amount	* Currency	FX Rate	Amount
2/7/12	40.00	US Dollar	1	\$40.00

* Payment Type
US Bank T & E Card

Receipt Included Do Not Reimburse (Personal)

* FAU
4-660530--19900--03-XXXX-
FINANCE-RECORDS MANAGEMENT

Itemizations
Item is not itemized.

* Required Fields

+ Additional Information
Item has 0 note(s). Item has 0 exception(s).

Save Cancel



UCLA TRAVEL CENTER

Travel & Entertainment Card Transactions

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



EXPENSE REPORT TR00542065 Training Material

Employee Name ANNETTE HEARN Proxy Creator Employee Title
 Employee ID 301356125
 Submit Date Feb 23, 2012 Purpose Administrative meeting
 From Date Feb 3, 2012 To Date Feb 8, 2012
 Includes foreign travel? No
 Business Purpose/Brief Description Training

FINANCIAL OVERVIEW

Total Reported Expenses	\$1,959.00
Less Personal Expenses	\$10.00
Authorized Expenses	\$1,949.00
University Paid Expenses	\$1,365.00
University Pays to Corporate Charge Card(s)	\$52.00
Amount Due Employee	\$532.00

EXPENSE SUMMARY

[Fri Feb 24 14:59:39 PST 2012] An Error Occurred.

Expense Category	Amount	Approved Amount
FAU DISTRIBUTION		
Account	Amount	
4-660530--19900--03-XXXX-	\$1,897.00	

EXPENSE DETAILS

Type	Date of Expense	Transaction Amount	Amount	Approved Amount	Purpose	Payment Method	Vendor
	Feb 3, 2012	\$12.00	\$12.00		Administrative meeting	US Bank T & E Card	RESERVATION REWARDS
Lodging - Domestic	Feb 5, 2012	\$300.00	\$300.00		Administrative meeting	Personal Funds	Marriott
Reservation Source: Directly with Airline/Vendor Location: ORLANDO/Florida/United States							
<input type="checkbox"/> Room Rate	Feb 3, 2012	\$100.00	\$100.00			Personal Funds	Marriott
FAU Allocations: \$100.00, 4-660530--19900--03-XXXX-, FINANCE-RECORDS MANAGEMENT							
<input type="checkbox"/> Room Tax	Feb 3, 2012	\$25.00	\$25.00			Personal Funds	Marriott
FAU Allocations: \$25.00, 4-660530--19900--03-XXXX-, FINANCE-RECORDS MANAGEMENT							
<input type="checkbox"/> Meals & IE - Domestic	Feb 4, 2012	\$40.00	\$40.00			Personal Funds	Marriott
FAU Allocations: \$40.00, 4-660530--19900--03-XXXX-, FINANCE-RECORDS MANAGEMENT							
<input type="checkbox"/> Other Expense	Feb 4, 2012	\$10.00	\$10.00			Personal Funds	Marriott
FAU Allocations: \$10.00, 4-660530--19900--03-XXXX-, FINANCE-RECORDS MANAGEMENT							
<input type="checkbox"/> Room Rate	Feb 4, 2012	\$100.00	\$100.00			Personal Funds	Marriott
FAU Allocations: \$100.00, 4-660530--19900--03-XXXX-, FINANCE-RECORDS MANAGEMENT							
<input type="checkbox"/> Room Tax	Feb 4,	\$25.00	\$25.00			Personal Funds	Marriott



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.



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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.

Print View Receipt Submit Close

Overview Summary Items [1] Notes Exceptions

Financial Details

Total Reported Expenses	\$83.51
Less Personal Expenses	\$10.00
Business Expenses	\$73.51
Less Unauthorized Expenses	\$0.00
Authorized Expenses	\$73.51
Less University Paid Expenses	\$0.00
Less Cash Advances	\$0.00
Reduction to Employee Amount Owed University	\$0.00
University Pays to Corporate Charge Card(s)	\$73.51
Amount Due University from this Report	\$0.00
Amount Due Employee	\$0.00
Employee Pays to Corporate Charge Card(s)	\$10.00
Employee Payments Made to Company	\$0.00

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