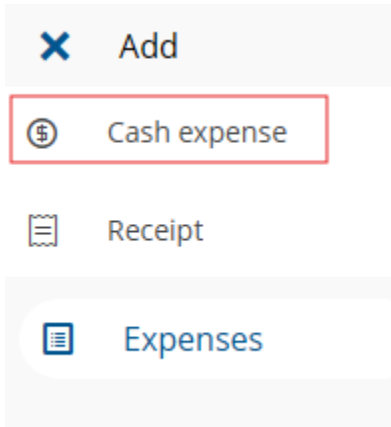


## Entering Cash Expense Transactions for Reimbursement

- In WellsOne, click the Expenses tab
- Click the Add button



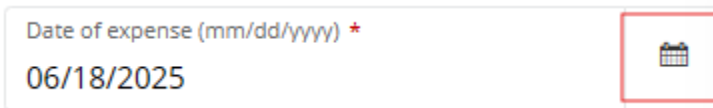
- Click Cash Expense



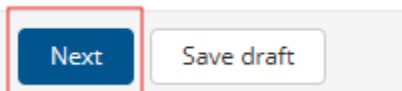
- Enter a brief description for the transaction



- Select the date of the expense using the calendar



- Click Next at the bottom of the screen



- On the “What was this expense for?” screen, select the appropriate category

- Enter the appropriate and required information on a screen similar to the following

### 1-2025 Mileage

#### 2025 Mileage

2025 Mileage Manual

USD

Miles  
0

Use this to manually enter miles with 2025 mileage rate.

2025 Mileage Map

USD

Miles  
0



Use Mileage - Miles for mileage reimbursement claims.

Allocated **0.00 USD**

Cash expense total **0.00 USD**

- Click Next at the bottom of the screen

NEXT

- Ensure your department/funding source is correct

Original Dept/Funding source

2110

Biological Sciences



- Ensure your index number (defaulted from your profile) is correct

Index Number

211123

Biological Sciences Exp



- Ensure the GL Code, inserted from the Spend Wizard, is correct

GL Code

GL code

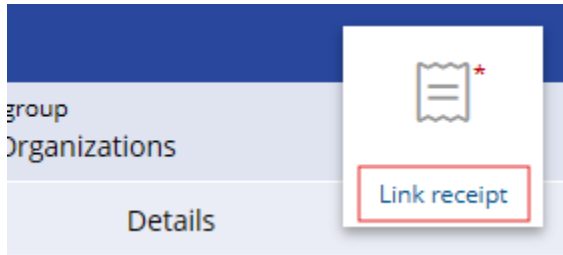


- Enter the business purpose – be as specific as possible

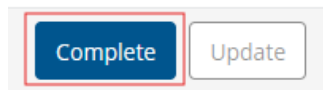
Business Purpose \*

200 characters left

- If the transaction is \$75 or greater, please attached a pdf or jpg copy of your detailed receipt



- When transaction has all details completed, click Complete
  - If you have more information to add, click Update to save what you have done so far



- Clicking Complete sends the transaction to your approver.