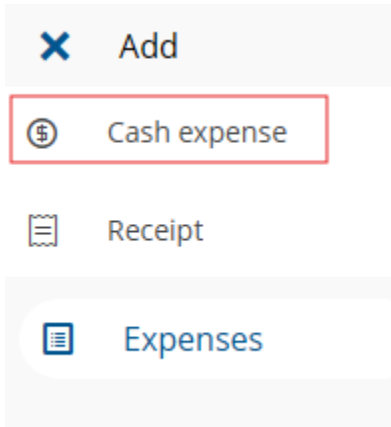


Entering Cash Expense Transactions for Reimbursement

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



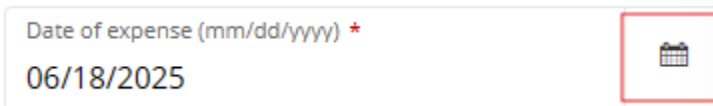
- Click Cash Expense



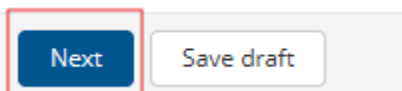
- Enter a brief description for the transaction



- 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

- Answer the following if not already defaulted. If not defaulted, select either NOT, Research or Study Abroad

Is it Research or Study Abroad

NOT

Ext Research or Study Abroad



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

Index Number

██████████

████████████████████



- If you need to change your index number to a different index number, please do the following:
 - Click the X beside Index number
 - Click the X beside Department/Funding source
 - Click the + for Index Number
 - In the code value, enter your index number or in the description, enter the title of your index
 - Click Select
 - Click the + for Department/Funding source
 - Click the department listed and click Select

***** Please note this is the department associated with the index and not the person's department**

- Ensure your department/funding source is correct

Department/Funding source	2403	Bioengineering	✕
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- Ensure your index number (defaulted from your profile) is correct

Index Number	211123	Biological Sciences Exp	✕
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- Ensure the GL Code, inserted from the Spend Wizard, is correct


GL Code	GL code	✕
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- Enter the business purpose – be as specific as possible

Business Purpose *	
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200 characters left

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

group Organizations	Details	 Link receipt
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- 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

Complete	Update
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- If you receive an invalid code combination, it's most likely the index and department.
 - Click the X beside the Department/Funding source.
 - Click the + for Department/Funding source
 - Click on and Select the department listed
- Clicking Complete sends the transaction to your approver.