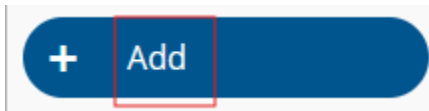
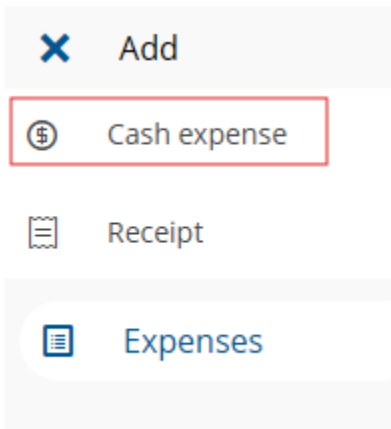


## Students - Entering Cash Expense Transactions for Reimbursement

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



- Click Cash Expense



- Enter a brief description for the transaction

A screenshot of a text input field with a light grey border. Inside the field, the placeholder text 'Description (maximum of 50 characters) \*' is displayed in a light grey font. A red rectangular box highlights the entire input field.

- Select the date of the expense using the calendar

A screenshot of a date selection interface. It features a light grey input field containing the text 'Date of expense (mm/dd/yyyy) \*' and the date '06/18/2025'. To the right of the input field is a calendar icon, which is highlighted with a red rectangular box.

- Click Next at the bottom of the screen

A screenshot of two buttons at the bottom of a screen. On the left is a blue button with the word 'Next' in white text, highlighted with a red rectangular box. To its right is a white button with a grey border and the text 'Save draft' in grey.

- 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

Is it Research or Study Abroad

+

- Search for and select the index number needed

Index Number

+

- Select the Department/Funding source associated with the index

Department/Funding source

+

- Ensure the GL Code is completed from the Spend Wizard

GL Code

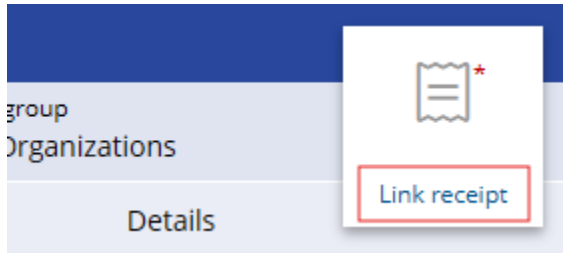
+

- 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



- 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.