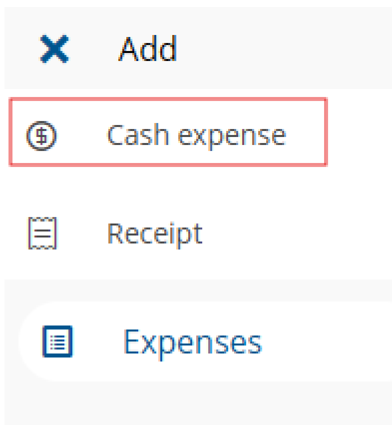
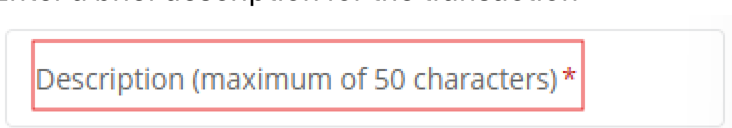
Students - Entering Cash Expense Transactions for Reimbursement

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

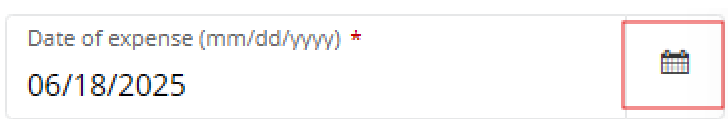
- Click Cash Expense



- Enter a brief description for the transaction



- 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

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

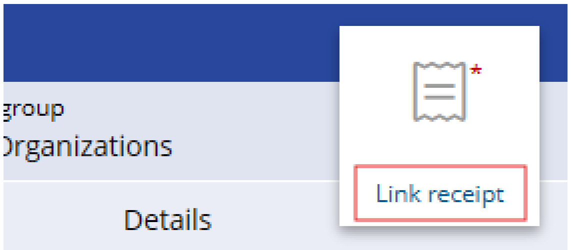
GL Code	+

- 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.