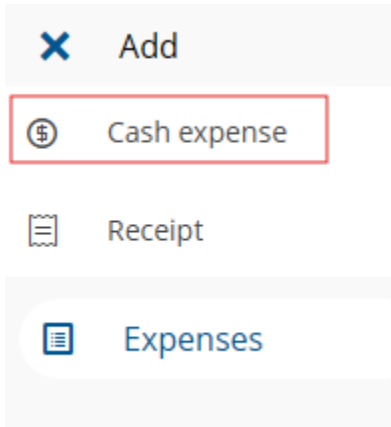


Entering Cash Expense Transactions for Reimbursement

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



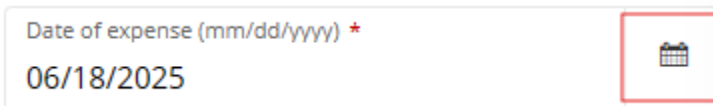
- Click Cash Expense



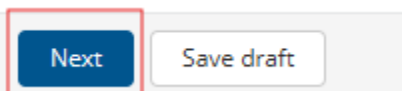
- Enter a brief description for the transaction



- 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
 - Select Research for index numbers starting with 54
 - Select Study Abroad for index numbers specific to Study Abroad
 - Select NOT for departmental index numbers

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 + for Index Number
 - In the code value, enter your index number or in the description, enter the title of your index
 - Click Select

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

GL Code

GL code

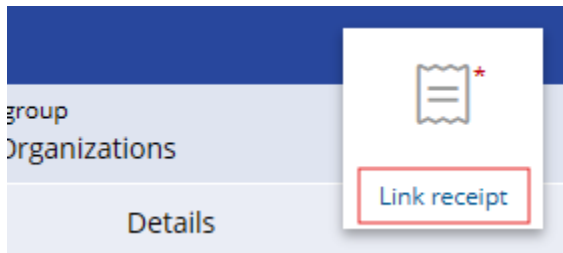
✕

- Enter the business purpose – be as specific as possible

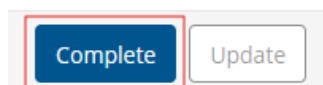


A screenshot of a web form. At the top, the text 'Business Purpose' is followed by a red asterisk. Below it is a large, empty rectangular text input field. To the right of the input field, the text '200 characters left' is displayed.

- 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



A screenshot of two buttons. The first button is blue with the text 'Complete' in white. The second button is white with a grey border and the text 'Update' in grey. Both buttons are highlighted with a red border.

- Clicking Complete sends the transaction to your approver.