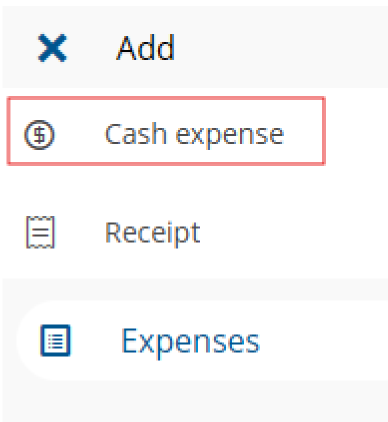
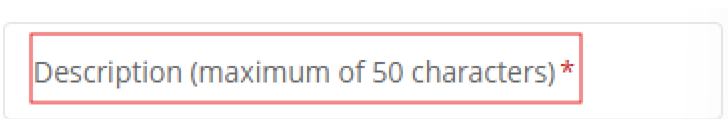
Students - Entering Cash Expense Transactions for Reimbursement

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

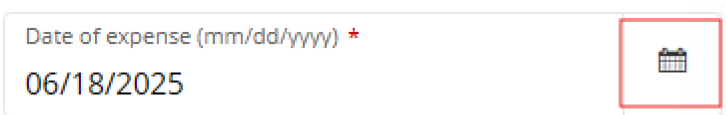
- Click Cash Expense



- Enter a brief description for the transaction



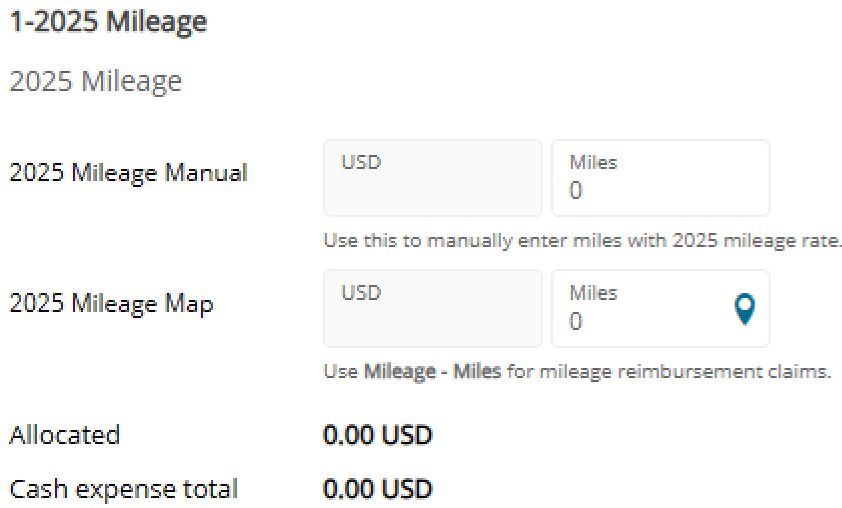
- Select the date of the expense using the calendar



- 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



- Click Next at the bottom of the screen

- A screen similar to the following will appear

Coding | Details | Manag

Policy alert

Spend Wizard | Expense template

1 Conference Registration - Conference Registrat | Conference Registration

Amount incl
525.00 USD

Tax
N/A

Tax amount
0.00 USD

Split

Is it Research or Study Abroad	[redacted]
Index Number	[redacted]
Research/Study Abroad Split 2	+
Enter 2nd Index Number	+
Research/Study Abroad Split 3	+
Enter 3rd Index Number	+
Research/Study Abroad Split 4	+
Enter 4th Index Number	+
GL Code	[redacted]
Lehigh ID	[redacted]
Enter 2nd Lehigh ID approval	+
Enter 3rd Lehigh ID approval	+
Enter 4th Lehigh ID approval	+
Not in use.	+
Not in use..	+
Not in use...	+

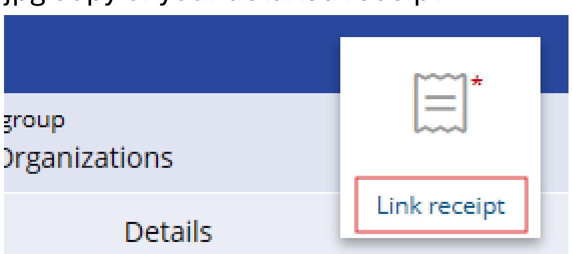
- While the split button is available, Cash Expense Reimbursement transactions should not be split. Instead a separate transaction should be entered for each separate funding source.
- Answer Is it Research or Study Abroad
  - Research is used for index numbers starting with 54
  - Study Abroad is used for index numbers specific to Study Abroad
  - NOT is used for departmental index numbers

- Search for and select the index number needed. The index number MUST be the one given to you by your professor or advisor. A random index number selected will delay reimbursement

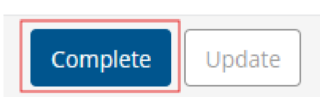
- Ensure the GL Code is completed from the Spend Wizard

- Enter the business purpose – be as specific as possible

- Detailed receipts are required for all transaction amounts, 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.