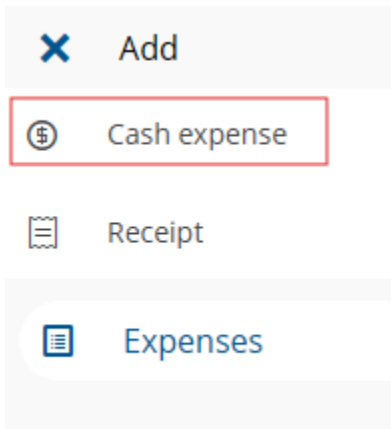


Students - Entering Cash Expense Transactions for Reimbursement

- 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 text input area.

- Select the date of the expense using the calendar

A screenshot of a date selection interface. It features a light grey bar with the text 'Date of expense (mm/dd/yyyy) *' and the date '06/18/2025'. To the right of the date is a small 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 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

- A screen similar to the following will appear

 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	 
Index Number	 
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	 
Lehigh ID	 
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

Is it Research or Study Abroad

- 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

Index Number

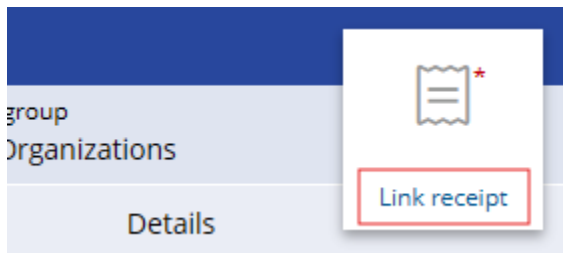
- Ensure the GL Code is completed from the Spend Wizard

GL Code

- Enter the business purpose – be as specific as possible

Business Purpose
 200 characters left

- 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.