Expenses – P Card Expense Claim Procedures

Step 1	**Code your P Card items in My Wallet**
	Path: Expense Reports > **My Wallet**
1.	Click *****Manual Coding Required***** link
2.	Select the correct **Expense Type** Select **Expense Location** where expense was incurred – if required Enter a **Description** **Attach** your receipt **Note:** Attachments can be added in My Wallet or an Expense Report
3.	Click **Save**
4.	Continue to click each **My Wallet line** and code accordingly

Step 2	**Transfer coded items from My Wallet into an Expense Report**
	Path: Expense Reports > Create/Modify Expense Reports – **Add**
5.	Click **My Wallet** link
6.	Select the coded **P Card items** from My Wallet to add to this Expense Report **Note:** Each item must have an appropriate Expense Type i.e. not ***Manual Coding Required***. Return Step 1 and code accordingly.
7.	Check: **Expense Type** selected **Location** selected – if required **Description** entered **Attendees** added - if an Entertainment type expense **Receipt** attached – if not done in My Wallet
8.	Click **Save for Later**, or to send to approval workflow click **Summary and Submit** **Tick** compliance check box Click **Submit Expense Report** button