

Submitting Expenses for Reimbursement

Business Services → Pcard



This procedure is used to enter expenses for reimbursement to employees of Macalester College utilizing the Wells Fargo pcard program. Employees must first sign up for the out-of-pocket (OOP) direct deposit option.

Out-of-Pocket (OOP) can be used even if no Pcard transactions have occurred during statement cycle period.

Charges

Select	Transaction Date	Posting Date	Personal	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Receipt Attached	Amount/Original Currency Amount
No Cycle to Date Transactions found for this Card									

Out Of Pocket Expense (OOP)

Transaction Date	Expense Category	Custom Fields	G/L Code	Miles	Status	Amount
No Out of Pocket Expenses have been entered						

[Update OOP Expenses](#)

To add expenses to be reimbursed **Click** Update OOP Expenses

Click Add

Enter Transaction Date

Select Acct Code from Drop Down Menu

Select	Transaction Date	Expense Category	Miles	Custom Fields	Mileage Rates	Amount	Description
<input checked="" type="checkbox"/>	<input type="text"/>	Airfare	<input type="text"/>	Fund: <input type="text"/>	0.55-2009 Mileage	<input type="text"/>	<input type="text"/>
						Total	
						0.00	

Enter Amount

Enter Description

Click Save

[Save](#) [Save and Back](#) [Back](#)

Click Add button to continue with additional transactions

Select	Transaction Date	Expense Category	Miles	Custom Fields	Mileage Rates	Amount	Description
<input checked="" type="checkbox"/>	04/07/2009	Mileage	10	Fund: 100000	0.55-2009 Mileage	5.50	Mileage to attend ACTC meeting at Augsburg College
						Total	5.50

Reclassify Add Modify Delete Save Save and Back Back

For mileage reimbursement use the drop down box to select appropriate reimbursement rate.

Enter number of miles and system will automatically calculate the total amount.

Enter business purpose in the description box

Click Save

Status is Pending Approval

Out Of Pocket Expense (OOP)						
Transaction Date	Expense Category	Custom Fields	G/L Code	Miles	Status	Amount
04/07/2009	Mileage	Fund: 100000	704004	10	Pending Approval	5.50
Description: Mileage to attend ACTC meeting at Augsburg College						
						Total
						5.50

Update OOP Expenses

Print Save

An extra approval step is needed by the approver. They will be notified by CCER that pending OOP transactions are awaiting their approval.

Once your expenses have been approved, you will receive an email from CCER indicating approval status, dollar amount to be deposited and an indication as to when the direct deposit will occur.

OOP Credit for CCER Statement ending 25-JAN-2009 Pcard | X

★ CCER@wellsfargo.com to Cardholder, me [show details](#) Feb 6 [Reply](#) ▾

Dear CCER user:
Your approver has completed review of your statement. A deposit for the approved OOP expense (s) totaling USD \$7.07 will be deposited in your account in two to three business days.

This is an automated email. Please do not reply to this message.

[Reply](#) [Reply to all](#) [Forward](#)

Refer to:

- Signing up for Pcard Direct Deposit