

Procurement: Travel & PCard Expenses

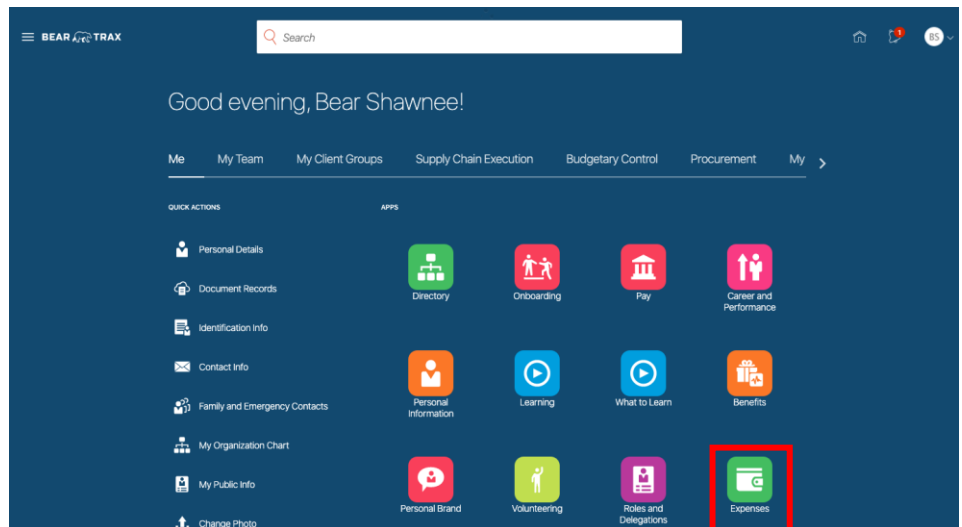
For all Employees

Purpose: To create an expense report of expenses charged to Travel & PCard card.

How to Access: Log into the [Bear Trax](#) application. Select the task in the Navigator.

Procedure: Complete the following steps to report your travel card expenses:

1. Select the lines at the top left of the Bear Trax Page to view the **Navigator** Page. From the Navigator Page, direct yourself to the **Expenses** tab under **Me**.



Notice the expense items box shows 33 card charges (only 8 are showing on the screen capture). Below the list shows “new” expense items. On the right you can see two different card numbers one is a PCard charge and the others are Travel Card charges. This is the only place that will distinguish between the different transaction types. Click **create report**.

Travel and Expenses

Expense Items

14 Overdue

33 Card Charges

1 Cash

Expense Reports

0

Actions ▾

Actions ▾

▾ Add to Report ▾ **Create Report**

Sort By Date ▾

Miscellaneous - TX, United States ESHIPGLOBAL INC	12/23/19	65.53 USD Card 2610
Miscellaneous - Erlanger, KY CINCINNATI AIRPORT 98811	12/21/19	94.00 USD Card 7552
Miscellaneous - Netherlands HMS Host International	12/20/19	137.50 USD Card 7552
Miscellaneous - Netherlands HEEREN VAN GHEMERT	12/18/19	131.60 EUR Card 7552
Accomodations - Netherlands HAMPTON BY HILTON AMST	12/17/19	128.23 USD Card 7552
Car Rental - Portsmouth, OH ENTERPRISE RENT-A-CAR	12/16/19	66.34 USD Card 7552
Car Rental - Portsmouth, OH ENTERPRISE RENT-A-CAR	12/16/19	45.59 USD Card 7552

2. Fill in **Purpose**, Check the policies checkbox, and Click **Add Existing**.

BEAR TRAX

Create Expense Report

* Purpose **August Travel Card Charges**

Attachments None

Report Total

Payment Method

Employer Pays You 0.00 USD

0.00 USD

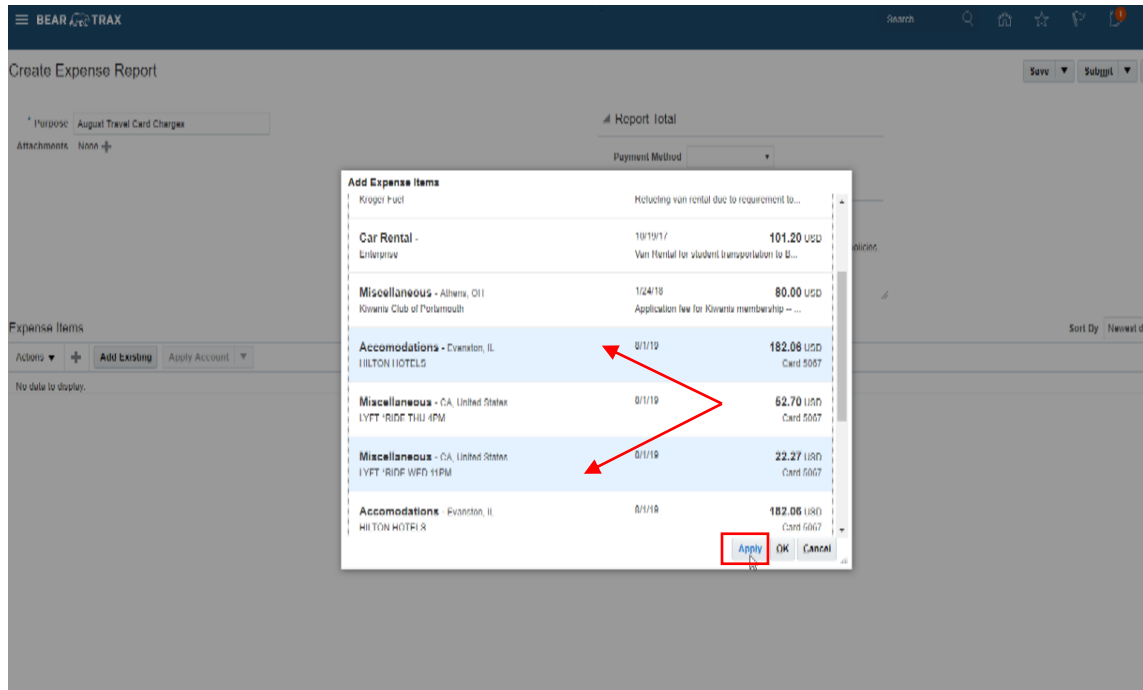
I have read and accept the corporate travel and expense policies.

Expense Items

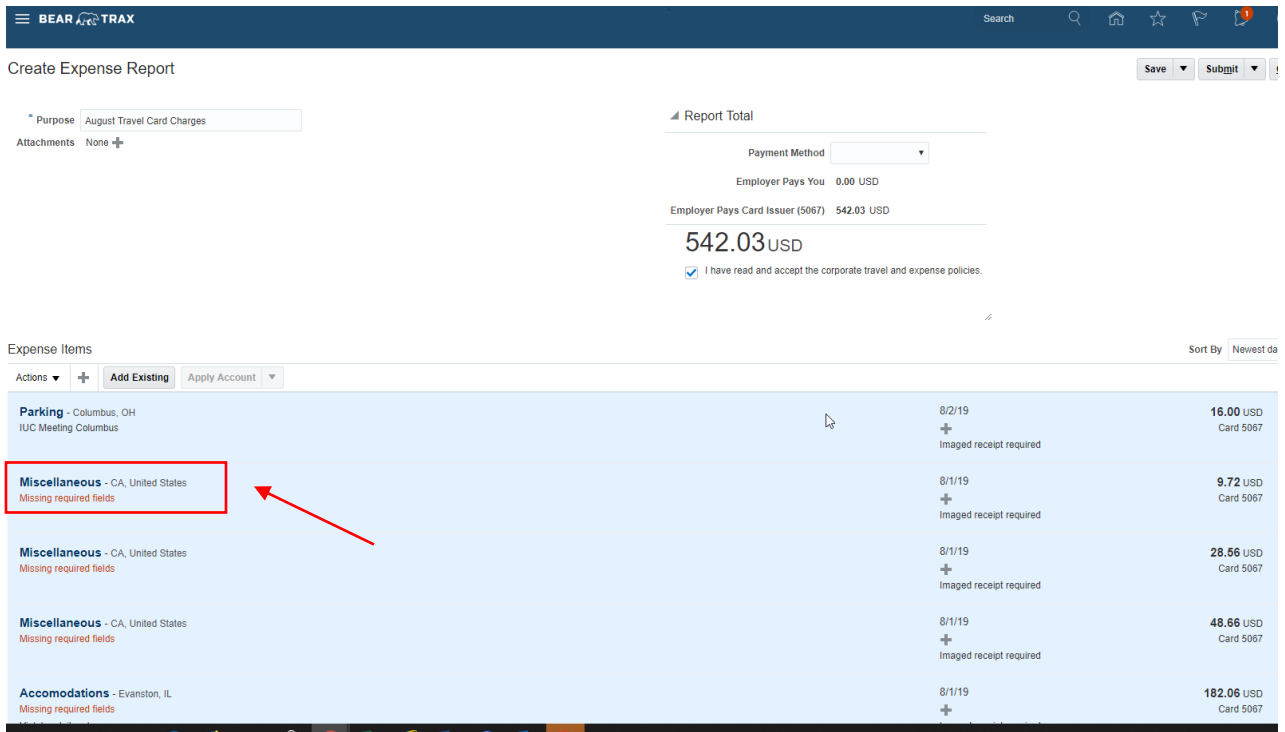
Actions ▾ **Add Existing** Apply Account ▾

No data to display.

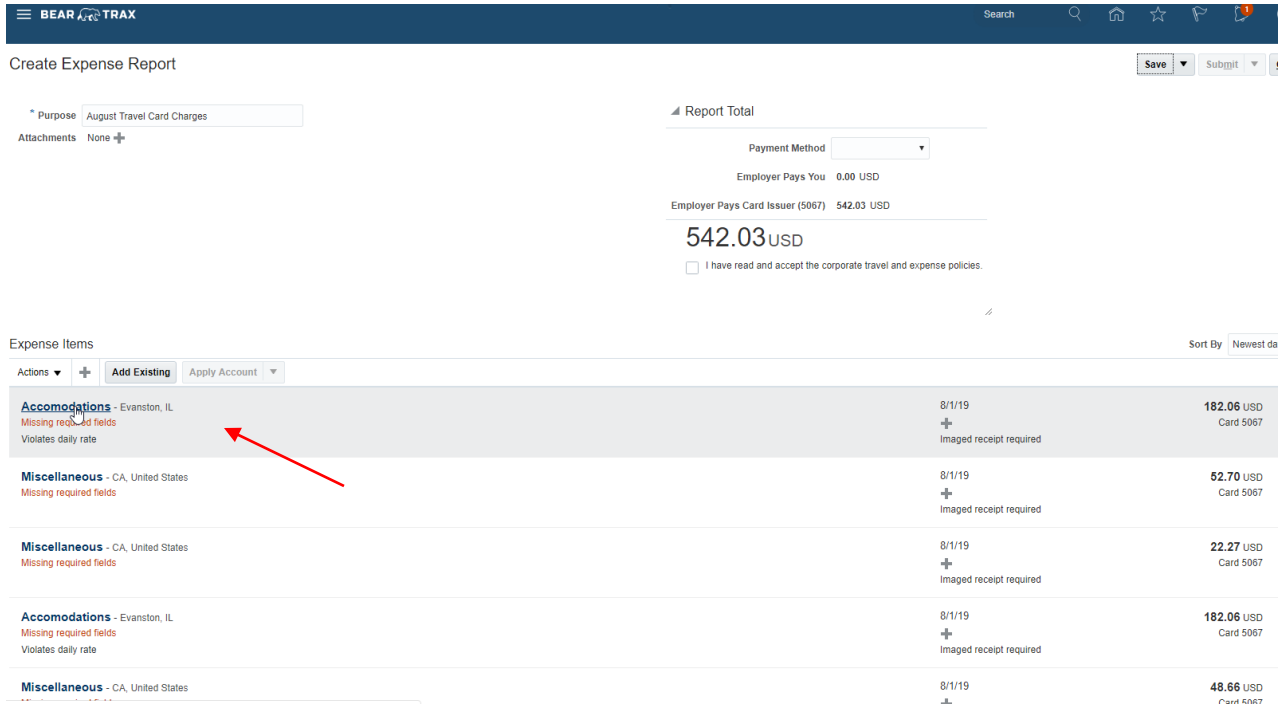
3. Select the expense items. You can hit **Ctrl** and click to select more than one item. Then Click **Apply**.



4. Now you will see where the expense items have been added to the expense report.



5. Click on each expense item to finish the required fields.



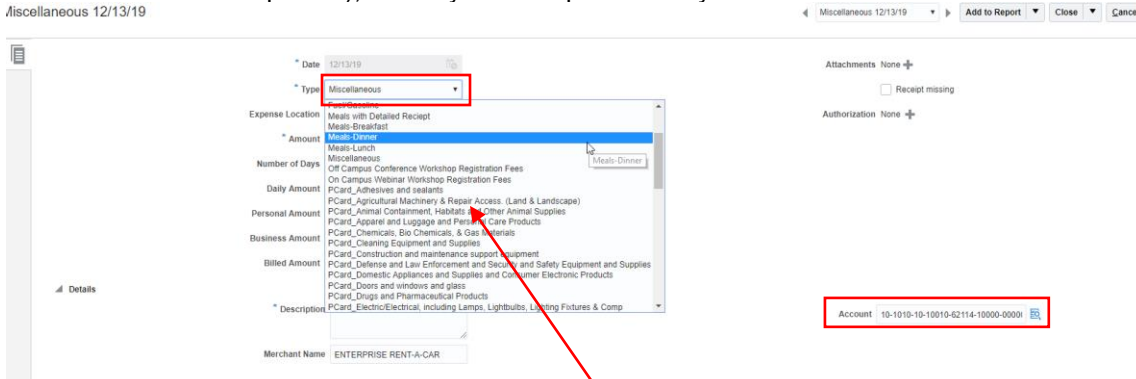
BEAR TRAX Create Expense Report

Purpose: August Travel Card Charges

Report Total: 542.03 USD

Expense Item	Date	Amount
Accommodations - Evanston, IL <i>Missing required fields</i> <i>Violates daily rate</i>	8/1/19	182.06 USD
Miscellaneous - CA, United States <i>Missing required fields</i>	8/1/19	52.70 USD
Miscellaneous - CA, United States <i>Missing required fields</i>	8/1/19	22.27 USD
Accommodations - Evanston, IL <i>Missing required fields</i> <i>Violates daily rate</i>	8/1/19	182.06 USD
Miscellaneous - CA, United States	8/1/19	48.66 USD

6. Fill in the description, justification, if necessary correct the **Type** (several new “PCard” types have been added to the dropdown), attach your receipt and verify the correct account number is entered.



Date: 12/13/19

Type: Miscellaneous

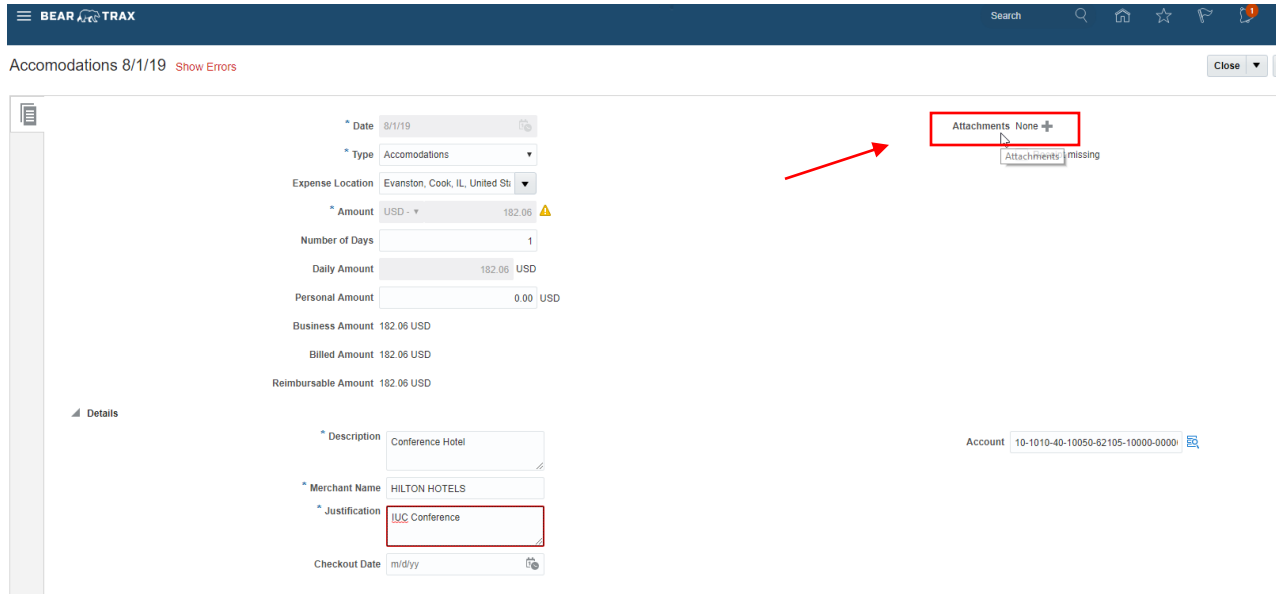
Expense Location: Meals with Detailed Receipt

Amount: Meals-Dinner

Account: 10-1010-10-10010-62114-10000-00001

you must use a “PCard” type for all PCard transactions

Note: If you are missing a receipt, click the *receipt missing* box and you be required to enter a justification. Click *close*.



BEAR TRAX Search Home Star Flag 1

Accommodations 8/1/19 Show Errors Close

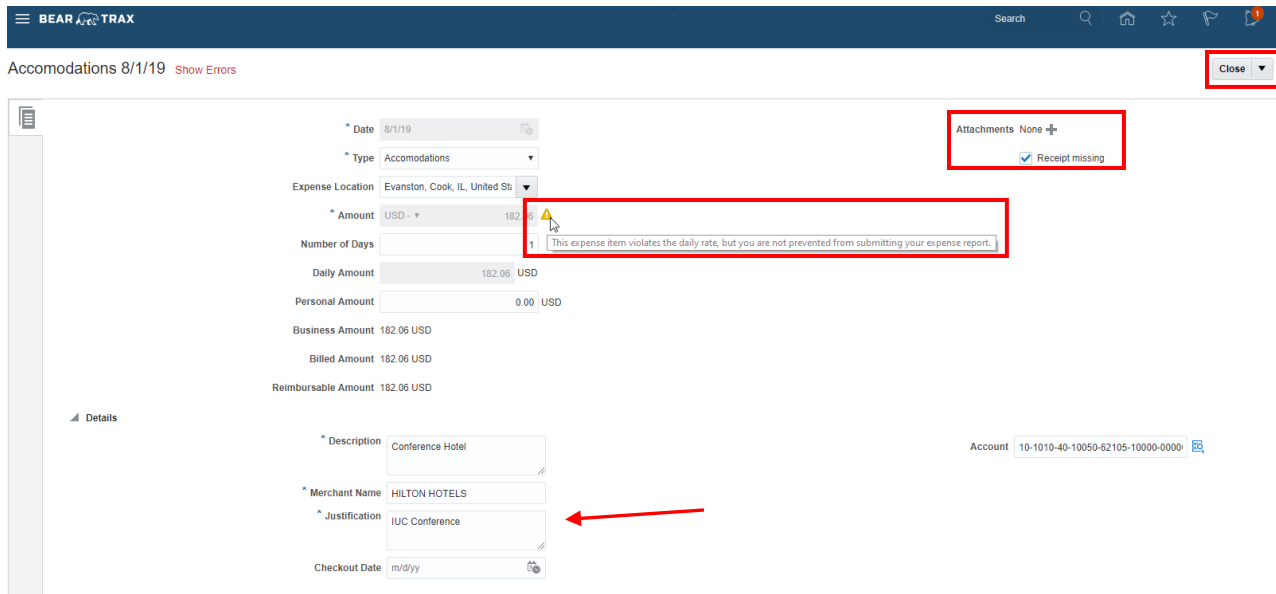
Date: 8/1/19
 Type: Accommodations
 Expense Location: Evanston, Cook, IL, United St
 Amount: USD - 182.06 ⚠️
 Number of Days: 1
 Daily Amount: 182.06 USD
 Personal Amount: 0.00 USD
 Business Amount: 182.06 USD
 Billed Amount: 182.06 USD
 Reimbursable Amount: 182.06 USD

Description: Conference Hotel
 Merchant Name: HILTON HOTELS
 Justification: IUC Conference
 Checkout Date: m/d/yy

Account: 10-1010-40-10050-62105-10000-0000

Attachments: None +
 Attachments missing

Note: If the yellow triangle warning shows then a procurement policy has been violated. This will not prevent you from proceeding but you may have to provide more information later when the expense report is audited.



BEAR TRAX Search Home Star Flag 1

Accommodations 8/1/19 Show Errors Close

Date: 8/1/19
 Type: Accommodations
 Expense Location: Evanston, Cook, IL, United St
 Amount: USD - 182.06 ⚠️
 Number of Days: 1
 Daily Amount: 182.06 USD
 Personal Amount: 0.00 USD
 Business Amount: 182.06 USD
 Billed Amount: 182.06 USD
 Reimbursable Amount: 182.06 USD

Description: Conference Hotel
 Merchant Name: HILTON HOTELS
 Justification: IUC Conference
 Checkout Date: m/d/yy

Account: 10-1010-40-10050-62105-10000-0000

Attachments: None +
 Receipt missing

This expense item violates the daily rate, but you are not prevented from submitting your expense report.

7. Once all the expense items are filled out for the monthly expense report, click **Submit**.

Expense Report: EX0085891844

Save **Submit** Cancel

* Purpose August Travel Card Charges
 Attachments None
 Status Saved

Report Total
 Payment Method
 Employer Pays You 0.00 USD
 Employer Pays Card Issuer (5067) 542.03 USD

542.03USD
 I have read and accept the corporate travel and expense policies.

Expense Items

Actions	Add Existing	Apply Account	Sort By	Newest date
+				
	Accommodations - Evanston, IL Conference Hotel Violates daily rate Missing receipt		8/1/19 +	182.06 USD Card 5067
	Miscellaneous - CA, United States Misc Materials Missing receipt		8/1/19 +	52.70 USD Card 5067
	Miscellaneous - CA, United States Misc Materials Missing receipt		8/1/19 +	22.27 USD Card 5067
	Accommodations - Evanston, IL Conference Hotel Violates daily rate Missing receipt		8/1/19 +	182.06 USD Card 5067
	Miscellaneous - CA, United States Misc Missing receipt		8/1/19 +	48.86 USD Card 5067

8. Finally, you will get a message that your expense report has been submitted for approval. The approval process occurs in BearTrax and no paper copies or signature will be required.

BEAR TRAX

Expense report submitted for approval. Print Report

Directory Onboarding Pay Career and Performance Personal Information Learning What to Learn Benefits Current Jobs Personal Brand Volunteering Roles and Delegations Expenses

Travel and Expenses

Expense Items: 5 Cash

Expense Reports: 1 In Progress, 1 Paid

Approvals: 0

EX0085891844 - August Travel Card Charges 8 items 542.03 USD 9/12/19

Pending manager approval
 8 policy violations
 Pending imaged receipts

Final Note: If you have expenses that are reimbursable (e.g. mileage, etc.) you will need to submit a separate expense report for those expenses.

Final Notes

By following these steps, you have successfully created an expense report for travel card expenses.