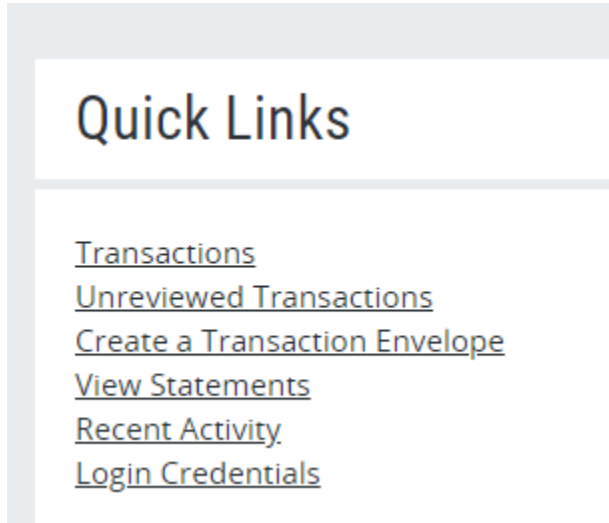


## Instructions for Creating a Travel Expense Report for Corporate Travel Card Holders

Log into Key2Purchase.com. The ORG code for Hamilton College is THC.

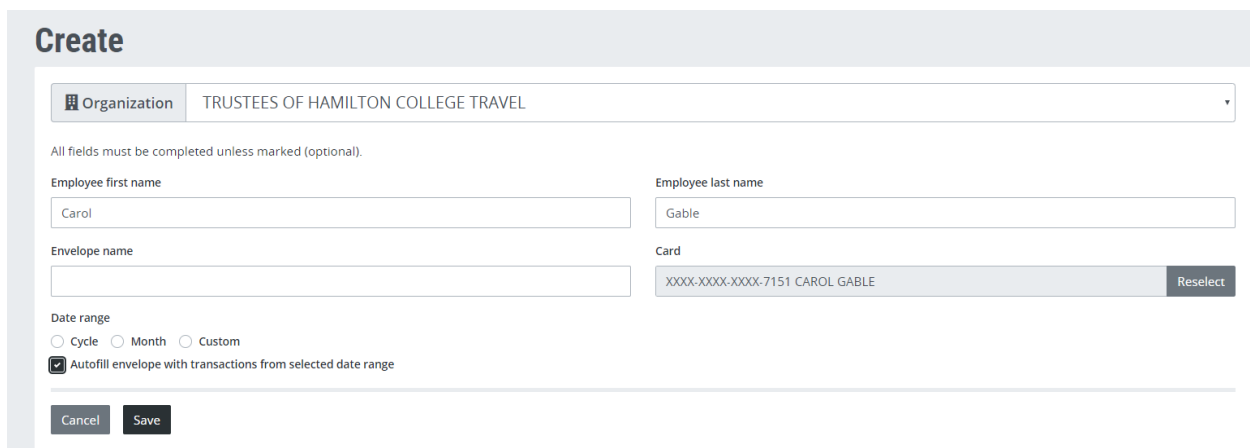
### Create a Transaction Envelope

Select Create a Transaction Envelope from Quick Links as shown below.



The following screen will be displayed. Make sure the Organization is **Trustees of Hamilton College Travel**. If not, use the drop down selection box to change. Click box next to **My Cards** and/or your account will be displayed below **My Cards** as shown below.

Click on your account and the following screen will be displayed.

A screenshot of the 'Create' form for a Transaction Envelope. The form has a header 'Create' and a dropdown menu for 'Organization' set to 'TRUSTEES OF HAMILTON COLLEGE TRAVEL'. Below the dropdown, there is a note: 'All fields must be completed unless marked (optional)'. The form contains several fields: 'Employee first name' (Carol), 'Employee last name' (Gable), 'Envelope name' (empty), and 'Card' (XXXX-XXXX-XXXX-7151 CAROL GABLE). There are radio buttons for 'Date range' (Cycle, Month, Custom) and a checked checkbox for 'Autofill envelope with transactions from selected date range'. At the bottom, there are 'Cancel' and 'Save' buttons.

Enter a name for the envelope which means something to you and select which of the date ranges you prefer, Cycle, Month or Custom. Some travelers will want to prepare a travel expense report for a specific month, some for period corresponding with their statement. Others will want to prepare for a

specific time period not complying with either of these. If for a custom period, select Custom under Date Range and you will be prompted to enter begin and end dates for the travel expense report. The option to autofill envelope with transactions should be flagged so that all card transactions for the period are automatically included in the transaction envelope. Click on Save.

A screen headed “Transactions” as shown below will be displayed.

TRUSTEES OF HAMILTON COLLEGE Group / Transactions / [Transaction Envelopes](#) / Transactions

## Transactions

Organization TRUSTEES OF HAMILTON COLLEGE TRAVEL

Envelope search: Envelope Transactions Only | Date range: Custom | 04/01/2019 | 04/23/2019

Category: Rejected? | Constraint: Equal To | Search term: Select a Value

Clear Search

^ Collapse

All fields must be completed unless marked (optional).

Envelope name: studyabroad

Envelope Summary  
 Calculated total: **1,604.86 USD** Transactions in envelope: 9 Date range: 4/1/2019 - 4/23/2019  
 Totals Summary

### Reviewing and Coding Card Transactions

If you scroll down the screen, all transactions posted to your card within the date cycle selected will be displayed. A default cost center will be prefilled, but may be modified by entering new codes or selecting from the drop down box which is displayed by clicking **Add**. An object (expense) must be added and this may be done by entering the 4 digit code or clicking **Add** and selecting from the drop box. Information should also be entered to the **Notes** field.

Cancel Print Envelope Save

### Transactions

+ Create Out of Pocket Transaction Merchant Details Billing Details Transaction Details Split Transaction Copy Financial Codes Clear Financial Codes Copy Notes Clear Notes

< 1 > 100 Hide Financial Codes

<input type="checkbox"/>	<input checked="" type="checkbox"/> In Envelope	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	Receipts	Split	Rejected	Disputed	Out of Pocket
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/8/2019	4/6/2019	7151	GABLE, CAROL		NYCTAXI7M24	18.95 USD	X No	X No	X No	X No	X No

Cost Center (optional): 106203001 Add | Object Code (optional): Add


Notes

Repeat this process for each transaction. Transactions may be charged to more than one account by highlighting the transaction and then selecting **Split Transactions**.

## Create Out of Pocket Transactions

If you need to add Out of Pocket expenses for mileage or items paid by cash, click on **Create Out of Pocket Transaction**. The following screen will be displayed. If the Out of Pocket expense is not for mileage, enter relevant information and click **Save**.

# Create Out of Pocket Transaction



 Organization	TRUSTEES OF HAMILTON COLLEGE TRAVEL
--	-------------------------------------

All fields must be completed unless marked (optional).

Type  
 Ad hoc    Calculated

Envelope start date	Envelope end date
<input type="text" value="4/5/2019"/>	<input type="text" value="4/23/2019"/>

Merchant name	Amount
<input type="text"/>	<input type="text" value="0.00"/>

Transaction date	Posting date
<input type="text" value="04/23/2019"/> 	<input type="text" value="04/23/2019"/> 

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If the out of pocket transaction is for mileage, select **Calculated** and then enter the number of miles. Click **Save** and the system will calculate the appropriate dollar reimbursement.

# Create Out of Pocket Transaction

Organization TRUSTEES OF HAMILTON COLLEGE TRAVEL

All fields must be completed unless marked (optional).

Type  
 Ad hoc  Calculated

Envelope start date: 4/5/2019  
 Envelope end date: 4/23/2019

Calculated field: Mileage  
 Billing currency: USD - US dollar

Number of units:  units  
 Transaction date: 04/23/2019

Cancel Save

This process may be completed for several **Out of Pocket** expenses.

If any portion of the transactions charged to your travel card were for personal rather than business, they should be backed out of the travel expense report by entering an **Out of Pocket** expense with a negative amount. The same account to which the card transaction was charged should be entered for the negative **Out of Pocket** expense. The positive and negative amounts entered for **Out of Pocket** expenses will be netted to determine the reimbursement due or from you.

## Assign Transactions to Envelope

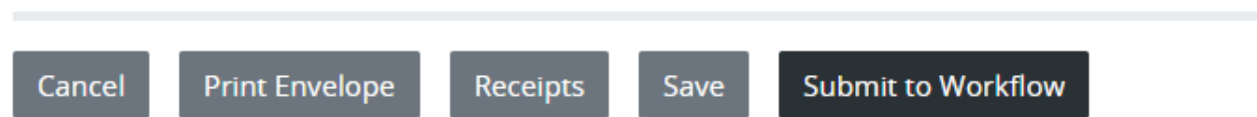
Once all transactions have been coded and saved, make sure the box next to In Envelope is checked for each transaction to be included in the envelope (travel expense report) as shown below.

<input type="checkbox"/>	<input checked="" type="checkbox"/> In Envelope	Post Date ▲	Transaction Date	Acct ⓘ	Name	Employee ID	Merchant
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/8/2019	4/6/2019	7151	GABLE, CAROL		NYCTAXI7M24
		Cost Center (optional) 106203001 Add	Object Code (optional) <input type="text"/> Add		Notes <input type="text"/>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/9/2019	4/7/2019	7151	GABLE, CAROL		NYCTAXI3G78

## Uploading Receipts

Substantiating receipts must be uploaded to any card transaction for \$20 or more. If travelers are requesting the meal per diem, substantiating receipts are not required. Original receipts showing what was purchased (rather than simple credit card receipts indicating a total amount) are required. It is recommended that travelers save pdf files of their receipts in a travel folder. Travelers may save each receipt as a separate pdf or may save copies of multiple paper receipts as a single pdf.

In order to upload receipts, select Receipts from options shown at the bottom of the screen as indicated below.



You will be prompted to browse and then upload. A message will be displayed when the receipt has been successfully uploaded as shown below.

### Receipts ×

File(s) 'no receipt.docx' successfully uploaded.

Valid types are: .doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB.

Upload receipt

Browse

### Uploaded Receipts

Select a row to perform an action.

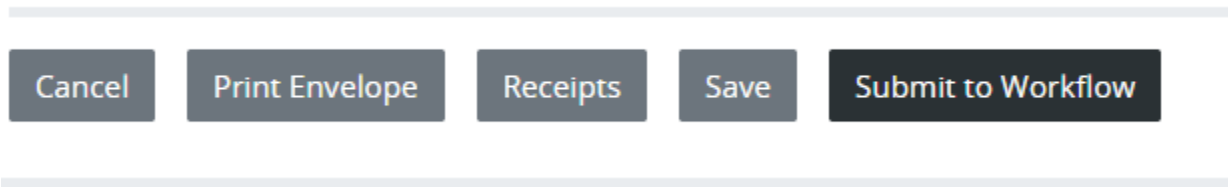
<u>Uploaded Date</u> ▼	<u>Filename</u>	<u>Type</u>	<u>Size</u>
5/29/2019 1:40:56 PM	no receipt.docx	DOCX	11.0 KB (kilobyte)

Cancel Upload Receipt

### Print and Submit Envelope for Approval

You may wish to print a copy of the completed envelope (travel expense report) for your records. This is done by clicking on **Print Envelope** at the bottom of the screen. If there are any **Out of Pocket** expenses, they will be reported at the top of the expense report. A reimbursement for the total **Out of Pocket** expenses will be issued to you unless the total amount is negative. If that is the case, you should submit payment for the amount to the Business Office with a copy of this report attached.

When you are ready to submit the expense report for online approval, select **Submit to Workflow** as shown below.

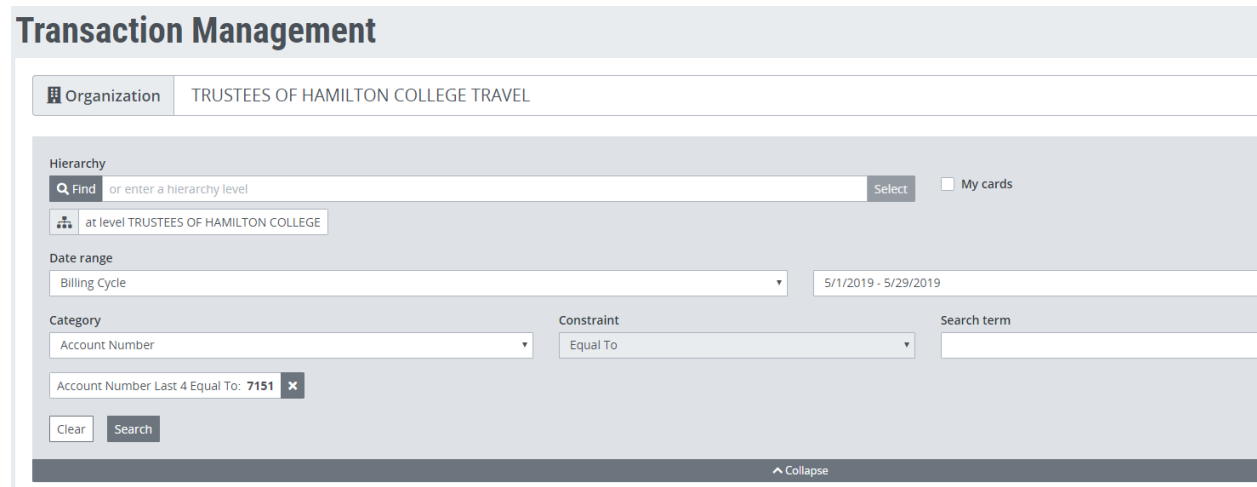


The system will display an error statement if the envelope contains errors such as no object code. Otherwise a message will be displayed that the envelope has been successfully submitted.

Your supervisor will receive a notice to approve the expense report online. They will be able to view the transactions and uploaded receipts.

### Additional Notes

If you need to go back to review a transaction or attach receipt, etc., you may select Transaction and then Transaction Management and the screen shown below will be displayed.



Ensure the Trustees of Hamilton College is listed as the Organization and the date range encompasses date of transaction. You may also need to check the box next to **My Cards** or indicate the last 4 digits of your card and then click **Search**.

Travel and expense reports (envelopes) you have created will be displayed on the screen along with the following options.

## Transaction Envelopes



Select the envelope you wish to access and then which of the processes above you wish to completed.

If you select **Print**, the system will ask if you would like to include receipts. The system will then download a printed transaction envelope and attached receipts (if indicated) in a zipped file. This may be saved or printed.

If you would like to **Submit for Approval**, select that option. The individual responsible for approving your travel expense reports will receive an email that a report is ready for their review which provides a link to the Key2Purchase system.