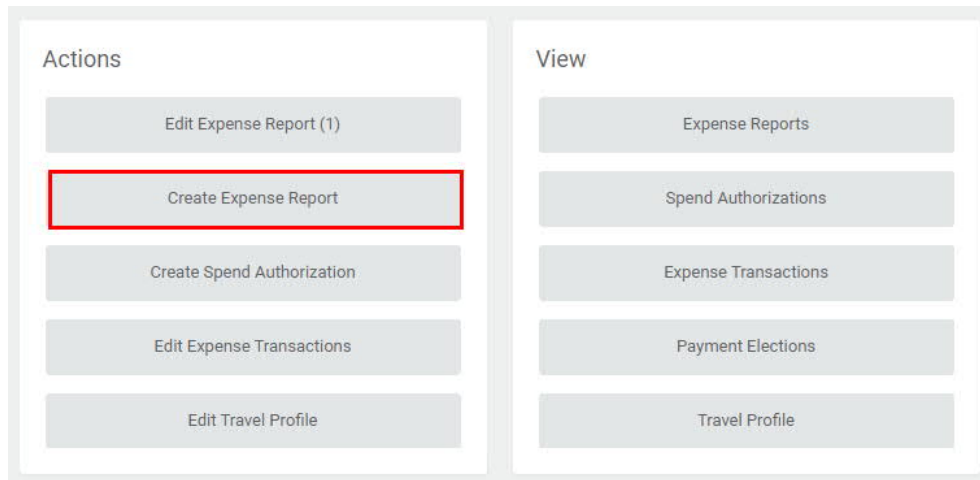


1. Select the **Expense** application.



Expenses

2. Under Actions select Create Expense Report.



3. Under Create Options select Create New Expense Report.

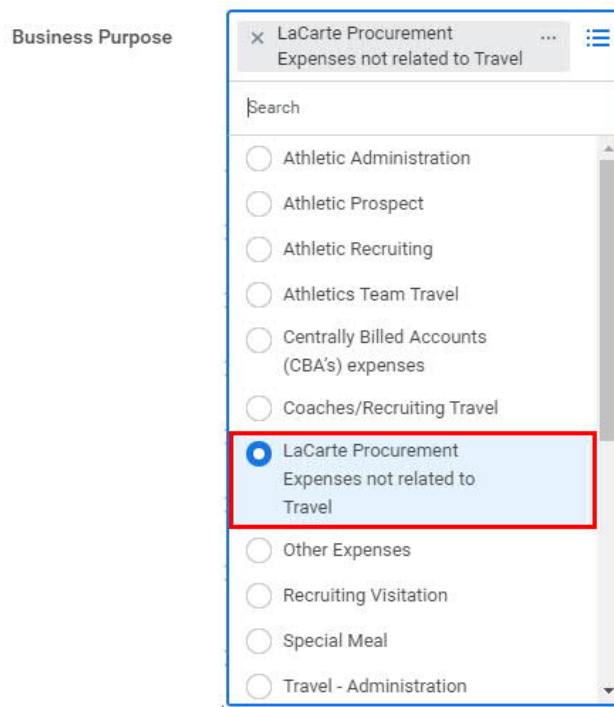
Create Expense Report

Expense Report Information

Expense Report For * Employee: Glenn Michael Rhodes

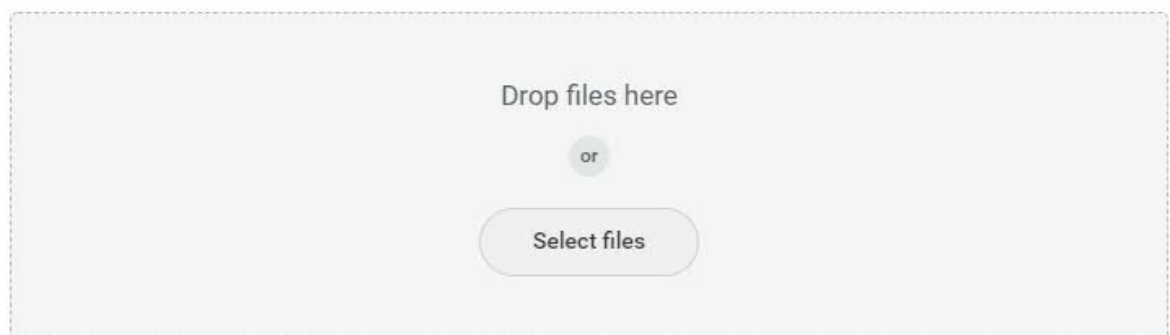
Creation Options * Create New Expense Report
 Copy Previous Expense Report

4. Under Business Purpose select LaCarte Procurement Expenses not related to Travel for non-travel related purchases or the appropriate option for travel related purchases.




5. Scroll to the list of transactions at the bottom of the screen and select the transaction you are trying to reconcile then click the  button.


6. Attach a copy of the original receipt and any required backup documentation by clicking the select files button or dropping the file into the gray box.



7. Under expense Item, select By Expense Item Group > PCARD Expenses and select the expense that corresponds with the transaction.

Expense Item * Search 

- By Expense Item Group >
- By Spend Category >
- By Alphabetical Order >

Expense Item * Search 


← By Expense Item Group


- Athletics Team Travel >
- Coaches/Recruiting Travel >
- Other Expenses >
- PCARD Expenses >
- Recruiting Visitation >
- Travel >


8. Enter comments in the Memo box to justify the reason for the purchase.


Memo


9. Check for the correct cost center (or grant, gift, program, or project if applicable) worktag as necessary.


*Cost Center 

*Fund 

Gift 

Grant 

Program 

Project 

10. The last step click the  button. The transaction will move to the approval process after clicking the submit button.