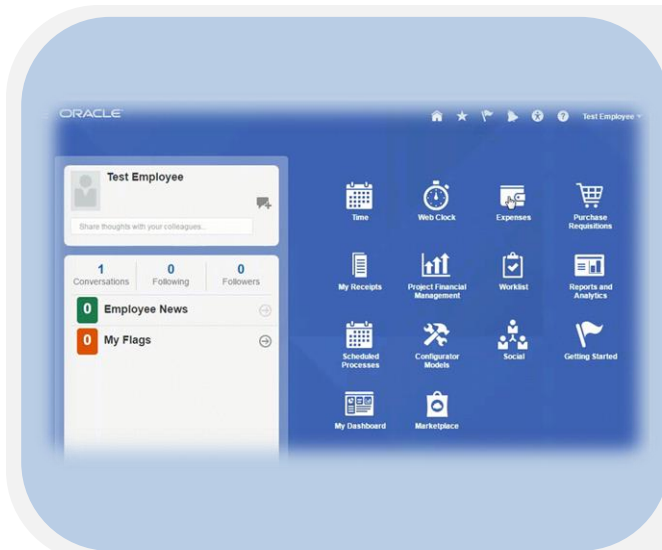




# EXPENSE REPORTING

*WyoCloud Financial Management is coming this July 2017! With the WyoCloud Expense module, UW employees will no longer need to manually request reimbursements on paper forms. Instead, reimbursements will be performed in WyoCloud. This change will significantly expedite the reimbursement submission process and will be more convenient for UW's employees.*

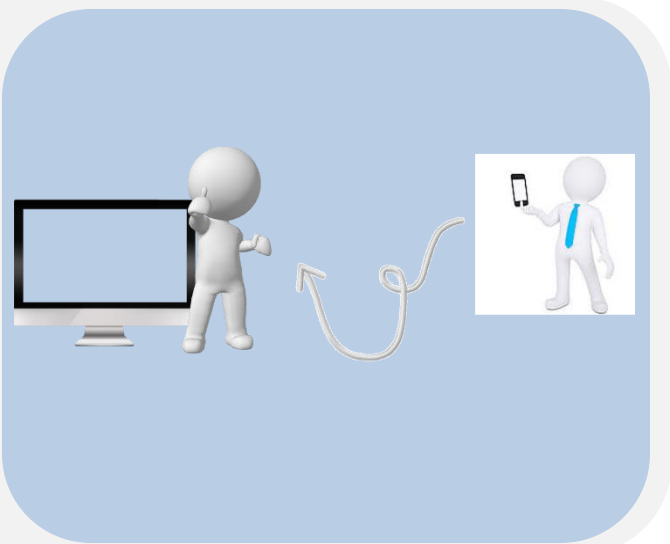


## Expense Reporting Process Features

- Create expense items and build expense reports in the system using your desktop computer or the mobile Expense App.
- Snap pictures of your receipts and directly upload them to the system to be added to an expense item.
- Expense reports will be routed through the system to the appropriate approvers. Employees will be able to monitor where their report lies in the approval process and will receive a notification when their reimbursement is ready.

## Expense Report Delegation

- UW employees will have the ability to delegate their expense reporting responsibilities to their departmental accountants.
- Employees have the option to start their own expense report by uploading receipts, for instance, and then allowing their delegate (the departmental accountant) to complete the expense items/reports for them.



For more information on Expense Reporting and WyoCloud, you can:

- 1) Visit our website at <http://www.uwyo.edu/wyocloud/chart-of-accounts/>
- 2) Email our team at [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)
- 3) Follow us on social media @WyoCloud

