



EXPENSE REPORT UPDATE

Greetings,

The WyoCloud team has established a process to address the select number of [expense reports](#) that are not processing in the system with a **submission date prior to January 3, 2019**. Currently, we can only address one expense report at a time and are working with Oracle to find an expedited process. The WyoCloud team will continue to work through the list of affected expense reports focusing first on the IT tickets submitted for immediate reimbursement.

What you need to do: In order to save you as much time and effort as possible, the WyoCloud team is **resubmitting the expense reports back into workflow on your behalf**. If you are affected by one of these expense reports, **you will receive an email asking you to approve or reject the expense report**. This will be the same system-generated email that you receive when a delegate submits an expense report on your behalf. **Please review the expense report to ensure the detail, account string and attachment(s) are correct**. Once you approve the report, **the expense report will route through the normal approval workflow**, including Cost Centers and PI's. The expense reports will have the original expense report number as originally submitted and/or approved and **because these expense reports were not paid out, resubmission will not duplicate reimbursements or charges to account strings**.

Expense Reports with Personal Reimbursements & P-Cards Using Project Funds: Expense reports with p-card transactions charging to a **project/grant** are not working with this fix. All other types of expense reports are working. If you have an expense report with both personal reimbursement and p-card transactions charging to a project, the WyoCloud team will disassociate the **personal reimbursement from the expense report in order to be able to process and pay the reimbursement through**. These disassociated reimbursement transactions will be given a new expense report number; however, **the original expense report number will be noted in the description of the new expense report**. Once created, the expense report will need to be approved by the employee receiving reimbursement and will be **routed through the normal workflow process**. We will continue to work with Oracle to fix the p-card transactions charging to a project/grant.

Thank you for your patience as we continue to work with Oracle to resolve this issue.

Best,
The WyoCloud Team

Contact Information

The WyoCloud Team
Email: wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu

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