



## Expense Report Processing Business Process Guide April 2022

### Questions about the Guide's procedures?

#### Contact:

Payment Services  
Merica Hall, Room 115  
Phone: (307)766-5233  
Email: [accounts-payable@uwyo.edu](mailto:accounts-payable@uwyo.edu)

### Questions about the Guide's structure?

#### Contact:

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### I. **Expense Report Processing Overview**

The University of Wyoming's Expense Report Processing Business Process Guide (BPG) is designed to assist campus personnel (administrators, staff, faculty, and researchers) to understand the general process of creating expense reports, reconciling P-card charges, requesting cash advancements/reimbursements, and managing travel-related expenses.

This Guide is available on the Financial Affairs Training website and will be edited, as needed, to incorporate important updates.

## II. Roles & Responsibilities

### *Creator/Preparer/Owner*

- Gathers all necessary documentation that is relevant to the expense.
- Prepares the expense report in the WyoCloud system, ensuring all necessary fields are completed.
- Responds to any follow-up questions during the approval process in a timely manner.
- Assigns a delegate as deemed by the individual's department using the following process – QRG: [Manage Delegates for Expense Report Submission](#).
- If delegate assigned, approves all transactions submitted by the delegate on their behalf

### *Delegate*

- May request a Cash Advance on behalf of another employee, which routes to that employee and their manager for further approval.
- May submit Expense Reports on another employee's behalf.
- May review items on expense reports on behalf of another employee to ensure they are filled out correctly.
- May be elected or removed using the following process - QRG: [Manage Delegates for Expense Report Submission](#).

### *Tier 1 Approver (Cost Center Approver, Individual Approver, Project Manager)*

- Reviews incoming expense reports and transactions to ensure they are appropriate and in line with university policies.
- Approves or rejects submitted expense reports in a timely manner. In some cases, routes the report to others for additional approval.
- Ensures expense reports are filled out properly and completely; double checks that all relevant documentation is attached.
- Reaches out to preparers/owners to gather additional information if there is a question about an expense (where applicable).
- Monitors expenses in the WyoCloud system to ensure the unit or department stays within budget.
- Tracks any outstanding transactions; reports and follows up accordingly.
- First line of defense for detecting and preventing transaction fraud.

### *Payment Services (Auditor)*

- Provides final approval after Tier 1 approval is complete.
- Makes payment to bank for reconciled P-card charges.
- Processes payment during the next cycle.

### III. General Guidelines

The Expenses module in WyoCloud is used by the University of Wyoming to execute the following actions:

- Creating an Expense Report
- Reconciling Procurement Card (P-card) transactions
- Requesting a Cash Advance or Reimbursement of Funds
- Managing Travel-Related Expenses

To access the Expenses module, employees must complete the [WyoCloud Basic System Access](#) trainings as assigned upon employment. The Quick Reference Guides (QRGs) found on the Knowledge Base for [Expense Report Processing](#) detail how to complete the transactions listed above.

When creating an expense report, the following guidelines exist to ensure the proper management and documentation of expenses incurred by the university. Please be sure to have the following information available for the transaction:

- Date of the transaction\*\*
- Expense Location\*\*
- Amount\*\*
- Appropriate Documentation (Itemized Receipt, Invoice, Per-Diem Calculator, Etc.)
- Merchant Name\*\*



**\*\*Note:** P-card transactions will be uploaded into WyoCloud daily, as they are received from the bank. There is generally a one to three (1-3) day delay as the transaction processes through the merchant and bank. The asterisked (\*\*) information should auto-populate for P-card transactions.

An employee may initiate and submit their own expense reports. Based on departmental preference, an employee may also create and submit expense reports on behalf of other employees for whom they have delegate access. Delegates can see employees to which they have access via the “Owner” dropdown found on the landing page of the Expenses module.

A delegate is an individual designated in WyoCloud to assist with creating and submitting requests, managing travel, and creating expense reports on behalf of another user. Employees should reach out to their department’s business manager, accountant, etc. to determine how expense reports are processed within their unit. If a delegate is submitting the expense report on behalf of another employee, the employee must provide the proper documentation (invoice, receipt, etc.), a description with a clear business purpose, and accounting instructions to the delegate. Once submitted, the expense report will be assigned to the employee for approval before being routed to the Cost Center Approver or Project Manager.

To assign a delegate, please follow the [Manage Delegates for Expense Report Submission](#) QRG on the Knowledge Base.



**Note:** While the delegate has access to the Employee's Expenses module, they are unable to see or view direct deposit information when processing reimbursements or cash advancements. All transactions submitted by the delegate are also routed to the Employee for approval first, before going to the standard approvers.

#### IV. **P-Card Expense Reconciling**

The University of Wyoming procurement card (P-card) is a payment method where approved card holders are permitted to deal directly with suppliers for purchases using a credit card issued by Procurement Services and to be used only for university business. A pre-established credit limit is in place for each card issued. Purchases made with this card must be in accordance with federal, state and university statutes, regulations, policies, and procedures as well as the requirements and guidelines outlined in the [Procurement Card Policies & Procedures Manual](#).

A P-card may be issued to a non-temporary university employee (individual faculty, staff, or graduate student). The individual must request a card through his or her department. If the department head believes that it is appropriate for that individual to have a card, a completed [Procurement Cardholder Agreement form](#) should be completed and must be approved by the department head. Once received and approved by Procurement, the Employee will be assigned the Procurement Card Training course in the Oracle Learning Cloud (OLC) system.

P-card transactions must be reconciled **within 30 days** of the date the transaction was **posted** or the P-card will be placed on hold and additional purchases will not be allowed until reconciliation occurs. P-card users will be notified via email when this happens. In addition, **cardholders with P-card transactions not reconciled within the 30-day period cannot submit for personal reimbursement until all P-card transactions violating the 30-day rule are reconciled**. After the P-card transactions in question have been approved and the expense report indicates a paid status, the P-card will be released from the hold and the cardholder may begin using their card again. Personal expense reimbursement may be submitted after the card has been released from the hold.

To reconcile a P-card, follow the [P-card Expense Reconciling/Reporting](#) QRG found on the Knowledge Base. If you have questions regarding P-card transactions, please review the [Procurement Card Policies & Procedures Manual](#) or contact Procurement at [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu) or 307-766-5233.

The following forms are available on the “**Financial Affairs**” > “**Forms**” website under the “**Procurement & Payment Services**” dropdown to assist employees in documenting P-card transactions and ensuring proper handling of university expenses:

Form	Description
<a href="#">Dispute Form</a>	<p>If the bank statement lists a transaction when the goods have not been received or if there is any discrepancy, the cardholder should attempt to resolve the dispute with the supplier.</p> <p>If this dispute cannot be resolved within 45 days of the transaction date, <a href="#">Procurement Services</a> will then assist. To start the dispute process, the Cardholder should complete a Dispute form and send to <a href="mailto:mprocurement-card@uwyo.edu">mprocurement-card@uwyo.edu</a>.</p>
<a href="#">Hosting or Business Event Form</a>	<p>Detailed support of business event to be attached as documentation of expense.</p>
<a href="#">Procurement Card Log</a>	<p>Cardholders are encouraged to use this log to track purchases and to use it for comparison when the processing expense items for P-card transactions within WyoCloud.</p>
<a href="#">Procurement Reimbursement Form</a>	<p>If a cardholder makes an ill-advised purchase, the cardholder must attempt to return and receive a credit from the supplier for the purchase in question.</p> <p>If that is not possible, they must complete the Procurement Reimbursement form and attach a check payable to the University of Wyoming.</p>
<a href="#">Substitute Receipt</a>	<p>If a cardholder does not have documentation of a proper transaction listed on the bank statement, the cardholder shall attempt to obtain original documents from the supplier.</p> <p>If attempts have failed, the cardholder shall attach a completed Substitute Receipt.</p>

## V. Cash Advancements & Reimbursements

### *Cash Advance Overview:*

An employee may request a cash advance to support anticipated expenses while on university business (typically used when traveling) following the steps listed in the [Requesting, Reconciling, Withdrawing and Returning Unused Funds from a Cash Advance](#) QRG. Requests should be processed a minimum of **ten (10) business days prior** to the date listed as the Trip Start Date or intended date of use. There are specific requirements to determine whether a cash advance is suitable for certain circumstances. Please review the [Official University Travel and Reimbursement Policy](#) under [UW Standard Administrative Policies and Procedures](#) prior to submitting a cash advance

request. For cash advance requests not associated with travel, please reach out to Payment Services at [accounts-payable@uwyo.edu](mailto:accounts-payable@uwyo.edu) or 307-766-5233 to determine whether a cash advance is appropriate.

**Two (2) methods of distribution are available for cash advances:**

1. *Direct Deposit (Preferred Method)* - Must have bank account information added in the WyoCloud Travel and Expenses section. For steps on how to add your bank account information, please see the [Direct Deposit Setup](#)\* QRG.
  - **\*Note:** Even if you have direct deposit set up for your paycheck, you also need to set it up for reimbursements and cash advances
2. *Cash Advance Check* – Cash Advances are electronic by default. Payment Services must be contacted if a check is preferred. Checks will be mailed to the address listed as Home within your Personal Information in WyoCloud. To navigate to the Personal Information section in WyoCloud, follow the instructions found in the [Updating Personal Information](#) QRG.



**Note:** A delegate may request a cash advance on behalf of another employee. The delegate will not be able to view or edit your direct deposit information. The cash advance submitted by a delegate will route to the employee for approval and then to the employee's supervisor whom the cash advance is for. All approvals must be completed.

*Reconciling a Cash Advance*

Pursuant to the [Official University Travel and Reimbursement Policy](#) mentioned in Step One, you must reconcile the entire cash advance **within ten (10) business days after** the trip end date (or intended end of use date) authorized by the cash advance request. In order to reconcile the cash advance, you must obtain and retain appropriate documentation (e.g., receipts) to identify how funds were used.

On the trip end date (or intended end of use date), the Cash Advance will display as overdue. Once it's overdue, you can reconcile funds used or return any unused funds to the Cashier's Office. The Deposit Advice slip that is used to deposit unused funds will then be attached to an expense report line and noted as Cash Advance Unused Funds.



**Note: You cannot reconcile funds prior to the trip end date.**

If an expense report for the cash advance is submitted prior to the trip end date, the expense report will not be applied against the cash advance but will instead reimburse the individual. In this case, the individual needs to return this cash to the Cashier's office following the same instructions for returning unused funds from a cash advance. Cash Advances must still be reconciled with an expense report when the new due date has passed.

*Reconciling Used Funds from Cash Advance*

To reconcile funds used from a cash advance, the cash advance requestor must create and submit an expense report and attach all related documentation to the appropriate expense lines. To view instructions on how to create and submit an expense report, please review the QRG's for [Entering an Expense Report](#).

Once the expense report has processed through the approval workflow, the cash advances box may disappear from the main Travel and Expenses screen if the expense report(s) submitted were for the total of the Cash Advance. This process means the advance has been paid back from the source of funds used on the expense report.



**Note:** If personal funds are used in addition to the cash advance, reimbursement will be made to the traveler *after* the expense report is submitted and processed and any expenses are applied to the outstanding cash advance until the cash advance is returned in *full*.

It is recommended to submit the expense report to reconcile receipts against the cash advance *prior* to any other personal reimbursement expense reports are submitted.

Once you submit an expense report to reconcile expenses against the cash advance, you can then submit additional expense reports.

### *Reimbursements*

Although employees are encouraged to use a P-card when conducting University business when feasible, employees who use their personal funds to incur expenses in the conduct of university business may request reimbursement through the Expenses module in WyoCloud. Reimbursement of business expenses may be requested by submitting a fully completed and adequately documented Expense Report. Please review the [University Travel and Reimbursement policy](#) to determine what expenses are reimbursable.

To complete an expense report for reimbursement, please follow the [Entering an Expense](#) QRG on the Knowledge Base.



**Note:** If you have direct deposit set up for Payroll, by default this will be your primary payment method for expense reimbursements as well.

If you desire a different account for expense reimbursements, follow [these steps](#) to add an additional account within the Expenses module and set it as your primary account for expenses. This must be completed after any/all changes are made to Payroll direct deposit.

You can find out more about setting payroll direct deposit [here](#). If desired, you can also set an expense report to pay via check prior to submitting the report.

## VI. Travel-Related Expenses

As aligned with the [University Travel & Reimbursement policy](#), the University of Wyoming (UW) will reimburse necessary and reasonable expenses incurred during properly authorized travel for employees and students. A travel expense report should be completed after returning from all UW-related travel. The travel expense report should include all out-of-pocket expenses requiring reimbursement and/or any P-card expenses associated with a specific travel event (**Travel Expense Reports are separate from P-card Expense Reports**). These reports can be completed by the employee or by a delegate who has access to the employee's reports. Cash Advances may be requested before beginning travel but must be given as a last resort per the [University Travel & Reimbursement policy](#).

### *Procurement Card (P-Card)*

P-cards are the preferred method for procuring commercial transportation and lodging expenses. Two (2) forms of P-cards (either the department travel card or the individual P-card) are available for travel purposes. The types and general use(s) of each are listed within the [Procurement Card Procedures Manual](#). Travelers should review this information in the manual about the cards prior to traveling.

### *Cash Advance*

Travelers **must** seek alternate payment options before requesting a cash advance. Payments to suppliers can be made via a wire transfer or automated clearing house (ACH), or by payment with a P-card. If attempts to pay with those methods have failed and/or a cash advance is deemed necessary, please review the Cash Advance section of this document and review the [University Travel & Reimbursement policy](#).

### *Reimbursement*

When any traveler is required and authorized to travel on university business for twelve (12) hours or less, they may be reimbursed for allowable itemized receipted expenses (see **Section VIII.E.** of the [University Travel & Reimbursement policy](#) for allowable expenses).

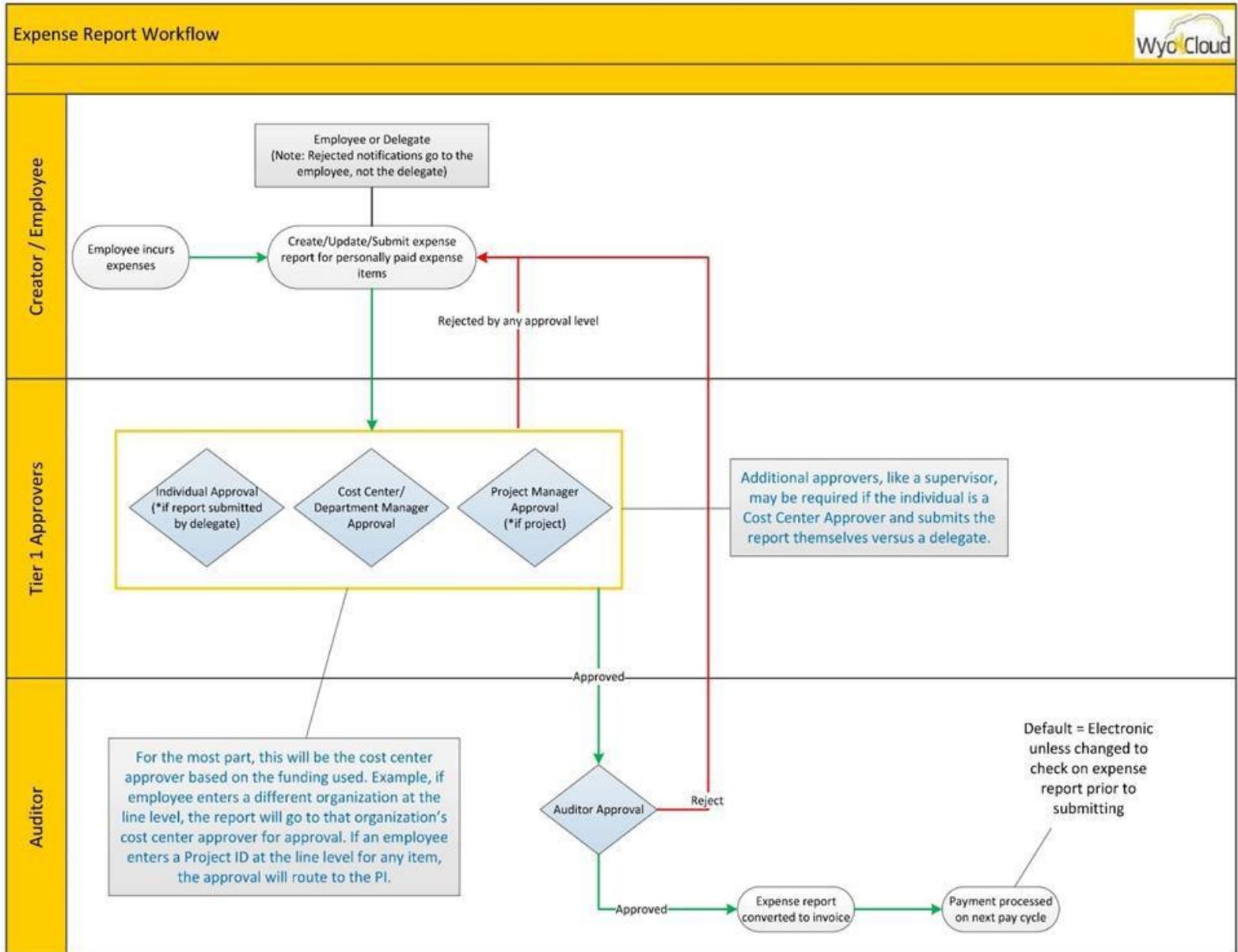
Travelers on official business that extends beyond one (1) twelve (12) hour period, and to a location more than forty-five (45) miles from their work location, shall be reimbursed for actual lodging expenses, mileage, and/or per diem (M&IE) (see **Sections VII. – XVI.** of the [University Travel & Reimbursement policy](#) for full details on reimbursement of travel-related expenses).

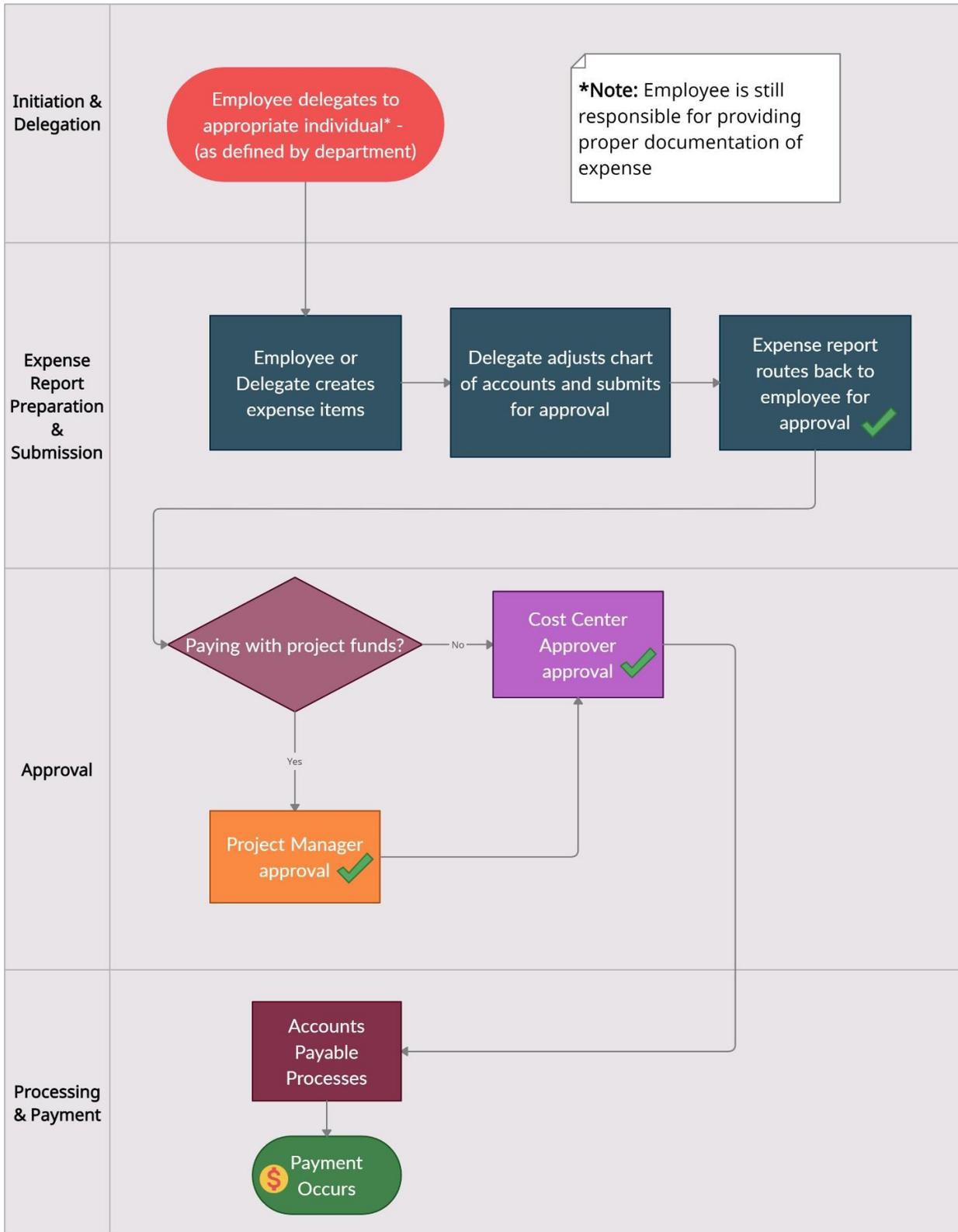
To complete an expense report for reimbursement, follow the [Entering an Expense Report](#) QRG on the Knowledge Base.

**VII. Quick Reference Guides (ORGs) for Step-by-Step Instructions**

- [Direct Deposit Setup for Expenses/Cash Advances Only](#)
- [Manage Delegates for Expense Report Submission](#)
- [Entering an Expense Report](#)
- [P-Card Expense Reconciling/Reporting](#)
- [Requesting, Reconciling, Withdrawing and Returning Unused Funds from a Cash Advance](#)
- [P-Card Transactions Report \(All Details and Outstanding Transactions\)](#)
- [Expense Report Information](#)
- [Cash Advance Report](#)

## VIII. Expense Report Workflows





## IX. Additional Resources

- [Procurement Card Policies & Procedures](#)
- [Procurement Services Manual](#)
- [University Travel and Reimbursement Policy](#)
  - [Travel Policy Appendix A - Definitions](#)
- [Chart of Accounts User Guide](#)
- [POET Information](#)
- [Chart of Accounts Website](#)
- [UW Regulations & SAPPs Website](#)
- [UW Travel Website](#)
- [WyoCloud Knowledge Base](#)
- [Financial Affairs Training Website](#)

## X. Contacts for Questions

### *Departmental Administrative Policies & Procedures (DAPPs)*

- Contact the business manager/accountant of your department to determine whether there are certain departmental administrative policies & procedures (DAPPs) that relate to expense reports for your department.

### *Expense Report Processing*

- Contact **Payment Services** at [accounts-payable@uwyo.edu](mailto:accounts-payable@uwyo.edu) or call (307) 766-5233.

## XI. Definitions

**Activity** (\*As it applies to Chart of Accounts): An optional segment of the COA which associates transactions with a purpose or activity to track at a more comprehensive level.

**Arrival City:** On an expense report, the city that an individual is traveling to for university business purposes. Note: This includes the cost for airfare and baggage only.

**Attribute** (\*As it applies to a project number): The contract number and funding source for the award, populates automatically after selecting the project number.

**Balance:** The amount of money present in an account or the leftover money due to a supplier at any given moment. The account balance is always the net amount after factoring in all debits and credits.



**Cash Advance:** Funds received before an activity takes place with the intention of the money being applied to that event. For example, cash advances are commonly used to pay for travel expenses.

**Chart String:** A string of numerical values that help to identify where an expense will be charged to and the activities to which it applies.

**Contract Number:** The numerical identifier of a contract that is assigned during its creation.

**Cost Center Approver:** A designated university employee assigned responsibility to review and approve all transactions affecting their organization's budget. Typically, one of the first or second required approvals on any expenditure.

**Delegate:** An individual with the authority to submit items or fulfill duties on behalf of another employee.

**Departure City:** On an expense report, the city that an individual is traveling from for university business purposes. Note: this includes the cost for airfare and baggage only.

**Deposit Advice:** The process by which any unused or leftover funds from a cash advance are returned to the appropriate account from which they came.

**Direct Deposit:** A payment option where funds are electronically transferred to your checking or savings account rather than a check being sent to your address.

**Domestic Travel:** Any traveling that both takes off and lands within the same country's borders. Typically used if you're intending to travel to any state or city within the confines of the country where you are located.

**Entity** (\*As it applies to Chart of Accounts): The major operational unit/legal entity.

**Expenditure Type** (\*As it applies to a project number): The appropriate classification code for the expenditure, such as supplies.

**Expense:** The monetary cost of a good, service, or activity.

**Expense Class** (\*As it applies to Chart of Accounts): The high-level purpose of a transaction.

**Expense Location:** The city and state in which the triggering event for an expense took place. For example, a professor's conference in Boulder, Colorado would have travel expenses that are based on the location where the event was held (in this case, Colorado).

**Expense Report:** In the WyoCloud expense module, an expense report is submitted to either reconcile P-card charges or to request reimbursement for valid UW expenses paid by an employee using personal funds. The report must always include the UW business purpose for each expense item. Complete documentation is also required. (Please see the QRG for Entering an Expense Report for details).

**Foreign Travel:** Any traveling that either takes off or lands within differing country borders. Used if you're intending to travel to any state or city outside of the confines of the country where you are located.

**Fund Class** (\*As it applies to Chart of Accounts): The highest level classification of the source of funds for a transaction. There are 5 Fund Class categories.

**Fund Source** (\*As it applies to Chart of Accounts): Expands upon the 5 Fund Class categories & specifies the exact nature of the funding source and restrictions.

**Future** (\*As it applies to Chart of Accounts): This segment is currently not used, but is there to allow for future flexibility.

**Ground Transportation:** The costs associated with cars, buses, or trains used to take passengers to and from hotels, airports, and other business destinations.

**Itemization:** A process by which an individual lists the finer details of a transaction. For example, providing information about specific line items on an invoice.

**Merchant:** The individual or company offering the good or service that is to be purchased.

**Mileage:** A numerical calculation of the distance traveled between the departure destination and the arrival destination.

**Natural Account** (\*As it applies to Chart of Accounts): The type of asset, liability, equity, revenue, or expense being recorded.

**Odometer Reading:** A numerical value that represents the number of miles a vehicle has traveled as represented by a meter on the dashboard. Typically, this number is used in calculating mileage, with the representation on the reading before and after the trip for comparison.

**Organization** (\*As it applies to Chart of Accounts and project number): The unit responsible for or affected by the transaction and/or the department that owns the grant or project.

**Per Diem:** A daily allowance of a specific amount of money given to an individual to cover living expenses when traveling for business purposes.

**Preparer:** The individual, or owner, who is generating the expense report.

**Program** (\*As it applies to Chart of Accounts and project number): This segment associates transactions with a formalized program/event to track at a more comprehensive level and/or relates to the current project/grant number assigned.

**Project Number:** The numeric identifier assigned to specific grants/project activities for expense charging and tracking purposes.

**Procurement Card (P-card):** A payment method where approved card holders are permitted to deal directly with suppliers for purchases using a credit card issued by Procurement Services and to be used only for university business. A pre-established credit limit is in place for each card



issued. Purchases made with the card must be in accordance with federal, state, and university statutes, regulations, policies, and procedures. **A P-card may be issued to a non-temporary university employee, a university department, or issued as a ghost travel card to a department.** The formal name of the P-card is Procurement Card.

**Reconciliation:** The process of comparing transactions to their related supporting documentation and resolving any discrepancies that may have been discovered.

**Reimbursement:** Compensation to an individual for out-of-pocket business expenses where the amount of money is equal to what was spent.

**Routing Number:** A nine-digit number assigned to a bank or credit union that allows the sending and receiving of money from one financial institution or account to another. Typically this number is the first one at the bottom of a printed check.

**Split Funding:** The breaking up of an expense via itemization and then divvying up and charging individual items to different chart strings/accounts. For example, a joint event held by the Alumni Association and College of Business.

**Task Number** (\*As it applies to a project number): This number will *\*always\** be 1, regardless of other project details.