

Compass Expense Report Change: Your *Payment Type* Selections (University Only)

Compass Expense reporting has been changed. Now, when you enter your **Expense Type**, your only selection for your **Payment Type** is PERSONAL FUNDS only.

Details of the Change

Previously, when entering an Expense report, you could select one of the following three ways to indicate how your expenses had been paid:

1. Your Personal Funds
2. Your Emory Corporate Card
3. Pre-paid by Emory Travel Agencies (airfare only)

Now when you enter the **Expense Type**, PERSONAL FUNDS is your only selection of **Payment Type**.

The two other payment types (Emory Corporate Card and Pre-Paid by Emory), are no longer selectable in the **Payment Type** field. Both of these payment types will need to be imported into the expense report using the **My Wallet** function.

My Wallet is where your Emory Corporate Card charges and pre-paid expenses (airfare by Emory Travel Agencies) are stored until you create an Expense report.

Using My Wallet

You can access **My Wallet** by either

- Going to the **Quick Start** field at the top of the expense report form before you enter any information in the expense report and selecting **Entries from My Wallet**, or
- Going to the drop-down at the bottom of the form and changing **New Expense** to **Expenses from My Wallet** and clicking the **Add** button.



Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	
<input type="checkbox"/>	AUTO RENTAL		0.00	USD	PERSONAL FUNDS	Detail

Expenses that were either charged to your Corporate Card or airfare that was pre-paid by Emory Travel Agencies will be in **My Wallet**. After you select them, they will be moved from **My Wallet** and placed in the expense report. There you will designate which SmartKey each expense type should be charged to.

Creating an expense report and then importing the charges from **My Wallet** is how Emory pays your AMEX Corporate Card on your behalf.

What if your expenses are not viewable in My Wallet yet?

First, allow enough time for the merchant to charge your card. If you are not able to view your charges in **My Wallet** within two weeks after it was charged, contact joy.coburn@emory.edu or tascha.short@emory.edu.

Did you arrange airfare for a guest of Emory and pre-pay via Emory Travel Agencies?

If so, those airfare charges are sitting in your **My Wallet**. You will need to create an expense report in your name and import your guest's airfare charge into that expense report from **My Wallet**. If the guest had any out-of-pocket expenses, you will need to do a separate expense report for reimbursement in your guest's name.

For additional questions about this update, please contact Procurement and Payment Customer Care at 7-5400.