

EXPENSEWIRE MADE EASY

Step-by-Step Instructions



Gallagher | Enrollment Solutions

DoNotReply@expensewire.com
To Enrollment Team
Follow up. Start by Monday, April 04, 2022. Due by Monday, April 04, 2022.

Reply Reply All Forward
Mon 4/4/2022 4:03 PM

ExpenseWire®
Paychex® Enterprise Solutions

Your ExpenseWire account has been activated and ready for you to use. To request a temporary password, please visit [ExpenseWire](#) or use the button below.

User information:

User ID: GES Counselor
Email: enrollmentteam@cba-companies.com

If you have problems accessing your account, or have questions about ExpenseWire, please contact your Administrator.

Log into ExpenseWire

The information contained in this message may be privileged, confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify your representative immediately and delete this message from your computer. Thank you.

Logging In - You will receive your personal login credentials for ExpenseWire via email (see example). Use the assigned **User ID** to login. It is typically your email address but not always so make sure to check. You will also get a temporary password which you will change once you login.

This is the login screen for ExpenseWire. You will input your **User ID** and **Password** to login.

Please note System Requirements.
Google Chrome works best with ExpenseWire.

ExpenseWire®

Expense Management Login

User ID
GES Counselor

Password

Forgot Password Login

System Requirements

- Internet Explorer 11, Edge, Firefox, Chrome, or Safari.
- Finally, the application uses pop-up windows. If you have a pop-up blocker running, set it to allow pop-ups from expensewire.com.

Do you need help?

- Please contact your manager or system administrator for assistance.

EXPENSEWIRE HOME PAGE

ExpenseWire®

GEScounselor Resources

Home Expenses Credit Cards Receipt Gallery Search Analytics Entities

My Tasks

You have no pending tasks to complete.

My Expenses

Type	Amount (USD)
Unsubmitted (0)	0.00
Pending Approval (0)	0.00
Approved (0)	0.00
Denied (0)	0.00
Pending Payment (0)	0.00
Paid (0)	0.00

Messages Unread ▾ + New

Actions

- Create a new expense report
- Analytics, queries and reports
- Expense policies
- Getting help

Once logged in, you will see the home page. There will be an arrangement of tabs at the top through which you can navigate.

If you click the arrow by your User ID in the top right corner, you can access your profile. This allows you to edit your personal information, change your password and access the ExpenseWire User Guide.

MY PROFILE: WHERE TO EDIT/CHANGE PASSWORD

Select **Edit My Profile** to update your information.

Select **Change My Password** to update your password at any time.

User Information

User ID: GESCounselor
First Name: Benefit
Last Name: Counselor
Phone Number:
Email: enrollmentteam@cba-companies.com
Organization: Gallagher Enrollment Solutions / Division 2 / Division 2
Receipts Email: Benefit.Counselor5083@receipts.expensewire.com
[Change](#)

Usage Defaults

Default Currency: American US \$ (Dollar)
Email Alert Notification: True
Notification CC:
Date Format: USA (mm/dd/yyyy)

Actions

[View My Profile](#)

[Edit My Profile](#)

[Change My Password](#)

[View / Add Credit Card](#)

[Assign My Delegate Users](#)

[View Expense Policies](#)

Online Bank Accounts

Setup and Maintain the Banking and Credit Card sites that contain the charges you want to include on Expense Reports



My Personal Payment Types for Delegates

Indicate which Payment Types/OnlineBanking Site Transactions will be available for delegates during data Entry by checking the 'Visible to Delegate' Box



My Approval Level Tree

Review who submits Expense Reports to you



Rules Applying to My Expenses

Review Spending, Submit and Receipt Rules that apply Directly to you



VIEW EXPENSE POLICIES

Actions

- [View My Profile](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [View / Add Credit Card](#)
- [Assign My Delegate Users](#)
- [View Expense Policies](#)

On your profile, you also have the option to view expense policies. It is the last choice on the side navigation bar. When you click on **“VIEW EXPENSE POLICIES”** a pop up will appear with access to the user guide.

On the side bar of the pop-up menu click **“EXPENSE REPORT USER GUIDE.”** This will give you a drop-down menu with several options for viewing additional information related to expense reports.

The screenshot shows the Paychex ExpenseWire web application in a Microsoft Edge browser window. The URL is <https://web.expensewire.com/ExpenseWire/Help/index.html>. The page features a navigation bar with 'Contents', 'Search', and 'Print' buttons, and the 'ExpenseWire' logo. The main content area is titled 'ExpenseWire Introduction' and includes a 'Welcome!' message and a brief description of the software. On the left side, there is a navigation menu with several categories. The 'Expense Report User Guide' category is expanded, showing a list of options including Receipts, Adjustments, Notes, Line Items, Fax Receipt Cover Sheet, Submit Expense Reports, Create Expense Reports, Print Expense Reports, Check Status of Expense Reports, Copy an Expense Report, Edit an Expense Report, Contact Itemization, Split Wizard, and Expense Report Wizard. A red box highlights this expanded menu. An arrow from the 'View Expense Policies' link in the side navigation bar points to the 'Expense Report User Guide' option in the menu.

HOW TO SUBMIT AN EXPENSE REPORT

ExpenseWire is only used to submit Travel and Expense Reimbursements as of March 2022.

You can click the tab **“EXPENSES”** from any page. This will take you to a page with a side navigation bar where you will click **“CREATE A NEW EXPENSE REPORT”**

FROM THE HOME PAGE:

You can use the shortcut Actions side bar & click **“CREATE A NEW EXPENSE REPORT.”** You will then get a pop-up to begin your report.

The screenshot shows the ExpenseWire application interface. The top navigation bar is blue and contains the following items: Home, Expenses (highlighted with a red box), Credit Cards, Receipt Gallery, Search, Analytics, and Entities. The main content area is divided into three sections: My Tasks, My Expenses, and Messages. The My Tasks section shows a message: "You have no pending tasks to complete." The My Expenses section is a table with the following data:

Type	Amount (USD)
Unsubmitted (0)	0.00
Pending Approval (0)	0.00
Approved (0)	0.00
Denied (0)	0.00
Pending Payment (0)	0.00
Paid (0)	0.00

The Messages section shows a dropdown menu for "Unread" and a "+ New" button. On the right side of the interface, there is an "Actions" sidebar with the following items: "Create a new expense report" (highlighted with a red box), "Analytics, queries and reports", "Expense policies", and "Getting help".

CREATE A NEW EXPENSE

Expense Title: Always enter the dates of your expenses for the title. [**Example: 02/05/22 - 02/11/22**] Enter one week at a time, Saturday to Friday.

Owner: Self – leave as is.

Keep Blank: As stated, keep blank.

Case: Enter case name. You can start to type the case name and a list will begin to populate or you can click the magnifying glass for a pop up to search for the case name. Please be careful of Perpetual vs Open Enrollment cases when selecting. Also, if you type a case name that does not populate it will not let you save and add items.

Purpose (Optional): If you have a specific purpose for this expense report you can list it here.

Default Currency: This is set to the US dollar amount by default.

Save vs Save + Add Items: Save + Add Items allows you to continue on to add your expenses. Save allows you to save the report and come back to it at a later time to complete.

Adding an Expense Report

Expense Title:*

Owner: Counselor, Benefit

Keep Blank:

*Case:

Purpose:

Default Currency: American US \$ (Dollar)

Save Save + Add Items

EXPENSE REPORT (Nbr:9627) DRAFT [show more](#)

Counselor, Benefit | 02/05/22 - 02/11/22 | --

Expense Total:0.00 USD | Non-Reimbursable Total:0.00 USD | Reimbursable Total:0.00 USD

[Items](#) [Adjustments](#) [Receipts](#) [Notes](#) [History](#) [Details](#) [Violations](#)

[Add line item](#)

Actions	Date	Expense	Pay Type	Amount	Status
---------	------	---------	----------	--------	--------

Adding a Line Item ? X

Expense Date:* 02/07/2022

Keep Blank:

Case:* Ozark School District

Expense Type:* ---

Explanation of Expense:

Payment Type:* Cash/Personal Credit Card

Reimbursable: No

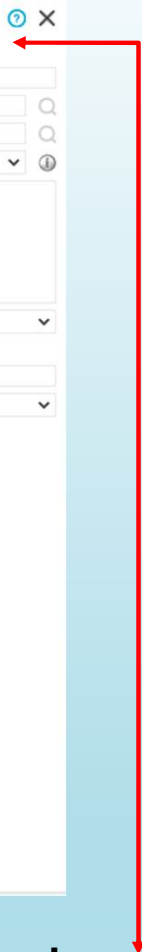
Amount:* 0.00

Currency: American US \$ (Dollar)

Receipt: [Access Receipts](#)

[< Prev](#) [Next >](#)

[Save & Add](#) [Save & Split](#) [Save & Close](#)



Once saved, you can add your expense items. Use the right portion of your screen to add a line item. Anything that has a **RED** asterisk must be filled out to be complete. The options at the bottom will be greyed out until you begin to complete the expense.

Adding a Line Item

Expense Date:* 02/08/2022

Keep Blank:

Case:* Ozark School District

Expense Type:* Gas

Note: For rental cars only. Gas is reimbursable for travel to and from the rental car location/hotel/work site.

Explanation of Expense:

Payment Type:* Cash/Personal Credit Card

Reimbursable: Yes

Amount:* 21.15

Currency: American US \$ (Dollar)

Receipt: [Access Receipts](#)

< Prev Next >

Save & Add

Save & Split

Save & Close

***Expense Date:** This will default to the current date. Update to reflect the date the expense **was incurred**.

***Case:** This will populate from the last screen. If the expense you are adding is related to a different case you can change the case name here.

***Expense Type:** Click the down arrow to choose the expense you want to submit. Most expenses will have a note that populates under the expense type box with additional information pertaining to that expense.

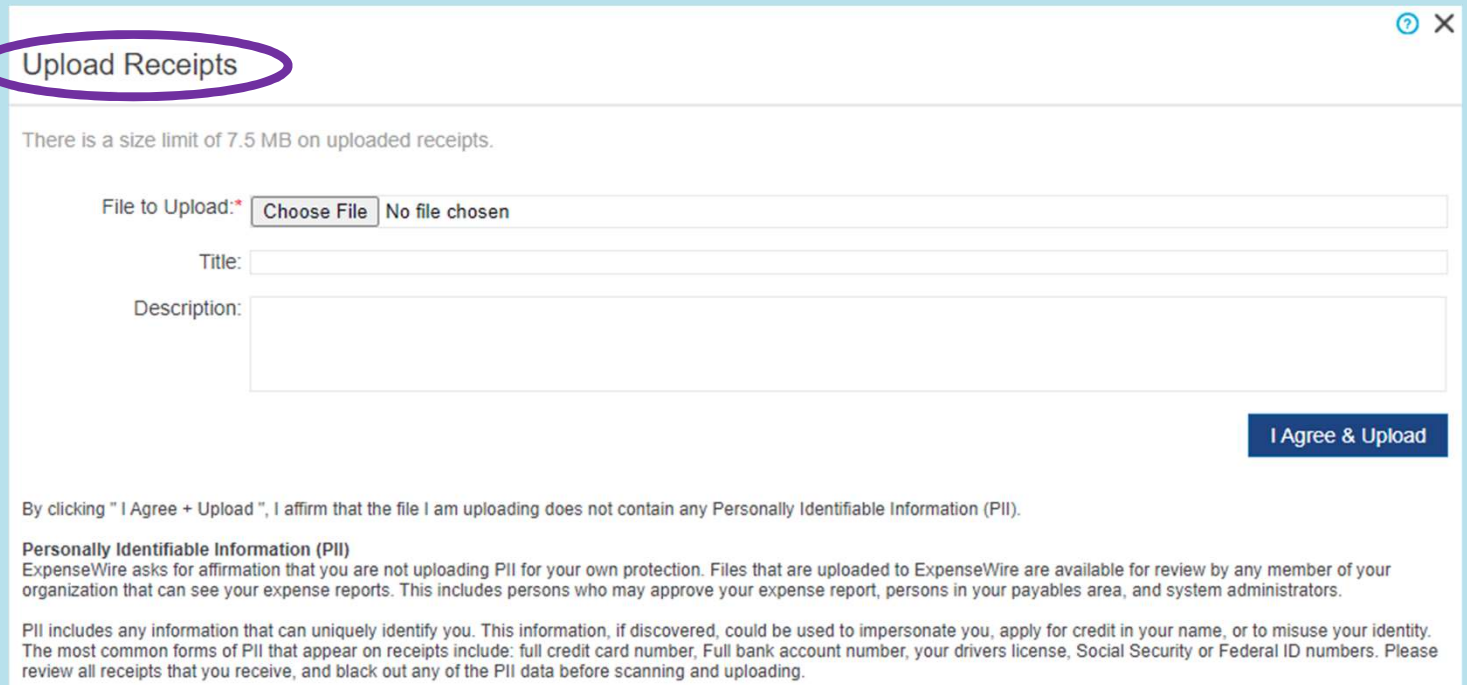
***Payment Type:** There are two options here to correspond with the Expense Type you chose. The two examples are below:

- **MILEAGE = DRIVEN BY PERSONAL CAR**
- **CASH/PERSONAL CREDIT CARD = OUT OF POCKET EXPENSE**

***Amount:** Enter the expense amount here.

UPLOADING A RECEIPT

Access Receipts: Most expenses require a receipt for reimbursement. You must click the “access receipts” link to allow for a pop-up box to populate. This will give you a few different options to access the receipt you need to upload.



Upload Receipts

There is a size limit of 7.5 MB on uploaded receipts.

File to Upload: No file chosen

Title:

Description:

By clicking "I Agree + Upload", I affirm that the file I am uploading does not contain any Personally Identifiable Information (PII).

Personally Identifiable Information (PII)
ExpenseWire asks for affirmation that you are not uploading PII for your own protection. Files that are uploaded to ExpenseWire are available for review by any member of your organization that can see your expense reports. This includes persons who may approve your expense report, persons in your payables area, and system administrators.

PII includes any information that can uniquely identify you. This information, if discovered, could be used to impersonate you, apply for credit in your name, or to misuse your identity. The most common forms of PII that appear on receipts include: full credit card number, Full bank account number, your drivers license, Social Security or Federal ID numbers. Please review all receipts that you receive, and black out any of the PII data before scanning and uploading.

There are a couple options when it comes to uploading a receipt to ExpenseWire: **Upload Receipt** and **Receipt Gallery**. The most commonly used is the **Upload Receipt** option. You can upload your receipt from your computer by clicking *Choose File* and locating it on your device. You will then input a title and description of the receipt in the designated boxes and click **"I Agree & Upload."** This will upload the receipt and attach it to the line item.

Home Expenses Credit Cards **Receipt Gallery** Search Analytics Entities

Receipt Gallery

Only unattached receipts are displayed. You can also email scans or photos of your receipts to **Benefit.Counselor5083@receipts.expensewire.com**, and upload a receipt from a mobile device.

Title	Date Uploaded	Description	Actions
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Actions

- Upload a receipt
- Getting help

The second option is **Receipt Gallery**. This tab stores all receipts that you've uploaded thus far and have not used. For example, if you uploaded a receipt and had to finish the line item at a different time, you could come here to select the receipt previously uploaded. Once you select that receipt for that line item, it will disappear and no longer be an option. This prevents the confusion of choosing the wrong receipt or double loading a receipt.

As stated above, you can also upload photos of your receipts from a mobile device by emailing the assigned email generated by ExpenseWire.

EXPENSE REPORT (Nbr.9627)

DRAFT

show more

Counselor, Benefit | 02/05/22 - 02/11/22 | 2/8/2022--2/10/2022

Expense Total:44.91 USD | Non-Reimbursable Total:0.00 USD | Reimbursable Total:44.91 USD

Items Adjustments Receipts Notes History Details Violations

Add line item

Actions	Date	Expense	Pay Type	Amount	Status
	2/10/2022	Daily Parking/Tolls -	Cash/Personal Credit Card	23.76	POLICY RECEIPT

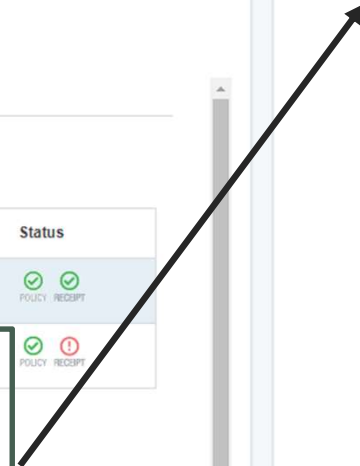
Once you submit the line item, it appears on the expense report. Also, if a receipt was required, once you upload it to ExpenseWire the receipt icon turns to a **green checkmark**. If you click on the green checkmark, a side bar pops up allowing you to view the receipt by downloading it.

Review Receipt

ExpenseWire Pg 12 receipt.png



Detach | Info



Actions	Date	Expense	Pay Type	Amount	Status
	2/10/2022	Daily Parking/Tolls -	Cash/Personal Credit Card	23.76	POLICY RECEIPT

This is an example of what a line item looks like if it's missing a receipt.

Reimbursable Expense Line Items:

- **Parking/Tolls:** This item requires a receipt. You must enter each day individually.
- **Baggage Fees:** This item requires a receipt. Limited to \$75 one way.
- **Gas Purchases:** (WHEN USING A RENTAL CAR). This item requires a receipt. You must enter each day individually.
- **Mileage:** (WHEN DRIVING A PERSONAL VEHICLE) If you drove your personal vehicle, you are eligible to receive mileage compensation for your drive to and from your home, hotel, and worksite. You must enter each day individually.

EXPENSE REPORT (Nbr.9627) DRAFT [show more](#)

Counselor, Benefit | 02/05/22 - 02/11/22 | 2/8/2022--2/11/2022

Expense Total:44.91 | Non-Reimbursable Total:0.00 | Reimbursable Total:44.91

Items Adjustments Receipts Notes History Details Violations

Add line item

Actions	Date	Expense	Pay Type	Amount	Status
	2/10/2022	Daily Parking/Tolls -	Cash/Personal Credit Card	0.00 Total: 23.76	
	2/10/2022	Daily Parking/Tolls -	Cash/Personal Credit Card	11.88 Total: 23.76	
	2/11/2022	Daily Parking/Tolls -	Cash/Personal Credit Card	11.88 Total: 23.76	
	2/8/2022	Gas -	Cash/Personal Credit Card	21.15	

Adding a Line Item

Expense Date:* 2/8/2022

Keep Blank:

Case:* Ozark School District

Expense Type:* ---

Explanation of Expense:

Payment Type:* Cash/Personal Credit Card

Reimbursable: No

Amount:* 0.00

Currency: American US \$ (Dollar)

Receipt: [Access Receipts](#)

< Prev Next >

Save & Add Save & Split Save & Close

Line items will show up here.
Remember multiple line items need
to be submitted for each individual
day as shown here.

Reimbursable Expense Line Items (cont'd):

- **Shipping/Postage:** This item requires a receipt. GES prefers that you use the Return Shipping Label Request Form to obtain a **pre-paid** shipping label.
- **Transportation:** This item requires a receipt. Example: purchased a ride through a ride sharing application (Uber/Lyft). This is encouraged as **airport parking is no longer reimbursable.**
- **Miscellaneous:** Use this category for a miscellaneous item which is not covered in any other Expense Type. **Note that this Expense Type requires a receipt in order to submit the expense report.**

GES has the right to deny expense items or make adjustments to your expense reports. You will be able to see both types of changes when you login to your ExpenseWire account.

ExpenseWire®

Home Expenses Expense Nbr 9627 Credit Cards Receipt Gallery Search Analytics Entities

EXPENSE REPORT (Nbr:9627) DRAFT show more

Counselor, Benefit | 02/05/22 - 02/11/22 | 2/8/2022--2/11/2022

Expense Total:44.91 | Non-Reimbursable Total:0.00 | Reimbursable Total:44.91

Items Adjustments Receipts Notes **History** Details Violations

Add line item

Actions	Date	Expense	Pay Type	Amount	Status
	2/10/2022	Daily Parking/Tolls -	Cash/Personal Credit Card	0.00 Total: 23.76	
	2/10/2022	Daily Parking/Tolls -	Cash/Personal Credit Card	11.88 Total: 23.76	
	2/11/2022	Daily Parking/Tolls -	Cash/Personal Credit Card	11.88 Total: 23.76	
	2/8/2022	Gas -	Cash/Personal Credit Card	21.15	

Adding a Line Item

Expense Date:* 2/8/2022

Keep Blank:

Case:* Ozark School District

Expense Type:* ---

Explanation of Expense:

Payment Type:* Cash/Personal Credit Card

Reimbursable: No

Amount:* 0.00

Currency: American US \$ (Dollar)








Receipt: Access Receipts

If an expense line item has been **denied**, ExpenseWire will automatically recreate a new expense report in case you need to re-submit the expense.

You can review the denial by navigating to the History tab to find out why the line item was denied. If the denial was something that should not have been submitted, it is your responsibility to delete the new expense report that was created. This will keep your ExpenseWire account clean of all unnecessary expense reports.

LINE ACTION ITEMS

[Add line item](#)

Actions	Date	Expense	Pay Type	Amount	Status
    	2/8/2022	Gas -	Cash/Personal Credit Card	21.15	 

Edit: If you need to make any changes to a line item just click the edit buttons as shown above. This will prompt the side bar to pop up and allow for any changes to be made.

Copy: If you would like to copy that line item, say to duplicate it for another date, you can click the copy button. This will prompt the side bar to pop up and allow for a date change + any other changes that need to be made. NOTE: if a receipt was attached to that line item, clicking save will save attach it to that line as well.

Split: This option allows you to split one line item between two cases/amounts. When you choose split, a pop up is prompted. You will adjust the items needed in the first line then choose "Add New Split Item." On this second line, you can adjust the factors to match what you need. As shown, I split my \$23.76 parking fees between two days, \$11.88 a piece. The total for the split amount does have to reach the total first submitted. FYI, If you need to delete a split, it will delete both line items.

Move: This is for users that have multiple open expense reports, allowing them to move one expense to another report.

Drop: This is the delete button. It will remove your line item completely.

Split Workbench

Original Item

PaymentType: Cash/Personal Credit
Expense Type: Daily Parking/Tolls
Date: 2/10/2022
Amount (USD): 0.00

Explanation of Expense

Child Item 1- Daily Parking/Tolls - 2/11/2022 - 11.88 (USD) [remove item](#)

Child Item 2- Daily Parking/Tolls - 2/10/2022 - 11.88 (USD) [remove item](#)

Expense Type: Daily Parking/Tolls
Date: 2/10/2022
Amount (USD)*: 11.88
Reimbursable*: Yes

Explanation of Expense

Entity Data

Keep Blank

Case*: Ozark School District

[Add New Split Item](#)

Split By: Amount Percent [Save](#)

AVAILABLE ACTIONS (SIDE NAVIGATION BAR)

EDIT THIS EXPENSE REPORT: Prompts a pop up allowing you to change basic information first submitted when creating the expense report. (Expense Title, Case Name, Purpose)

DELETE THIS EXPENSE REPORT: Prompts a pop up listing your expense ID, the date the report was created, the title, and purpose (if you added one). The only option is a “delete now” button that will erase the entire expense report.

ADD A LINE ITEM: This is the pop up discussed previously allowing you to add new line items to your expense report.

VIEW CREDIT CARD TRANSACTIONS: If you choose to link a credit card to your ExpenseWire account (instructions found in the Profile Actions Menu), the transactions for that card will pull up via a pop up and you can link specific transactions to a line item/expense.

COPY THIS EXPENSE REPORT: Copies your entire expense report to create a brand-new expense report for a different case/dates. Receipts will not flow over, and it will be in draft status once copied & saved.

DOWNLOAD EXPENSE REPORT: Prompts a pop up allowing you to download the expense report with a few options: Receipts Only, Expense Report Only, & Receipts and Expense Report. Select which options you'd like and a PDF will be created. **(Please see next slide for the sample)**

PRINT THIS EXPENSE REPORT: Prompts a pop up of the expense report (excluding receipts) that will allow you to print for your records. **(Please see next slide for the sample)**

SUBMIT FOR PAYMENT: Once finalized, submit your expense report for payment via this option. It will give you an option to print the report if you failed to before. The report will read PENDING until approved or denied. If there are any errors in your report, an alert will display in red alerting you to the issue. This will need to be corrected and resubmitted.

Actions

Edit this expense report

Delete this expense report

Add a line item

View credit card transactions

Copy this expense report

Download Expense Report

Print this expense report

Submit for payment

DOWNLOAD EXPENSE REPORT & PRINT THIS EXPENSE REPORT

- When printing an expense report, this is the format of the report that will populate. When downloading an expense report, it gives you three options. Receipts Only, Expense Report Only, and Receipts and Expense Report. (Shown is the Expense Report Only option)
- It will list all line items added, expense dates, your name at the top, and the totals at the bottom.
- The “print this expense report” option does not give an option to print receipts that you added to specific line items. You will have to use the download expense report option to print receipts.
- Notice it says DRAFT because this expense report has not been submitted yet. Once submitted, it will read PENDING

ExpenseWire®
Paychex® Enterprise Solutions

Pay to the order of:
Counselor, Benefit

Department: Division 2

EXPENSE NO: 9627
START EXPENSE DATE: 2/8/2022
END EXPENSE DATE: 2/11/2022
ENTERED BY: Counselor, Benefit
SUBMITTED DATE:
PRINT DATE: 4/5/2022

Print

DRAFT

Title & Purpose of the Expense:
02/06/22 - 02/12/22

Line Items:

Date	Type	Payment Type	Reimbursable	Receipt Required	Amount
2/10/2022	Daily Parking/Tolls	Cash/Personal Credit Card	Yes	Yes	Split: 0.00 Total: 23.76 USD
Split - Case: Ozark School District					
2/10/2022	Daily Parking/Tolls	Cash/Personal Credit Card	Yes	Yes	Split: 11.88 Total: 23.76 USD
Split - Case: Ozark School District					
2/11/2022	Daily Parking/Tolls	Cash/Personal Credit Card	Yes	Yes	Split: 11.88 Total: 23.76 USD
Split - Case: Ozark School District					
2/8/2022	Gas	Cash/Personal Credit Card	Yes	Yes	21.15 USD
Case: Ozark School District					

Adjustments:

Adjustment Date	Entered By	Amount	Type
Expense Total: 44.91 USD			
Not Reimbursable: 0.00 USD			
Reimbursable Total: 44.91 USD			
Employee Owe Total: 0.00 USD			
Amount Due Employee: 44.91 USD			

Entities Involved:

Entity	Entity #	Total
None Selected	Ozark School District	44.91 USD

Notes:

Additional Notes	User	Note Posted On

Account Summary:

GL Code	Account Description	Total

Expense Type Summary:

Expense Type	Total


PAYMENT DATES & DEADLINES UPDATED FOR 2022

Expenses are paid every other Monday via Direct Deposit.

Please refer to the Contractor Payment Schedule **(shown to the right)** for deadlines when submitting an expense report. This will also be included in your case training materials.

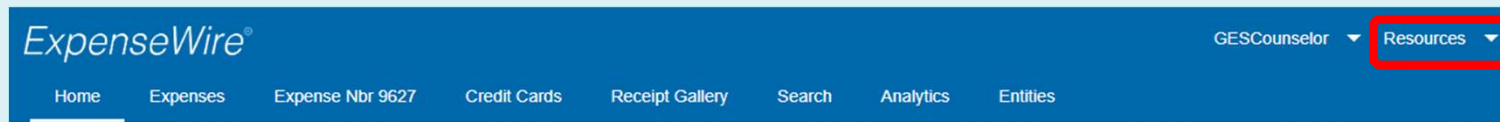
If you submit an expense report or a change to an expense report after the cutoff date, it will be considered for payment the following pay period.

Payments are processed and issued via Direct Deposit by our Parent Company, Arthur J. Gallagher. Please note that you WILL NOT be paid by the ExpenseWire system. ExpenseWire will only be used to **create, submit, and track** expense reports.

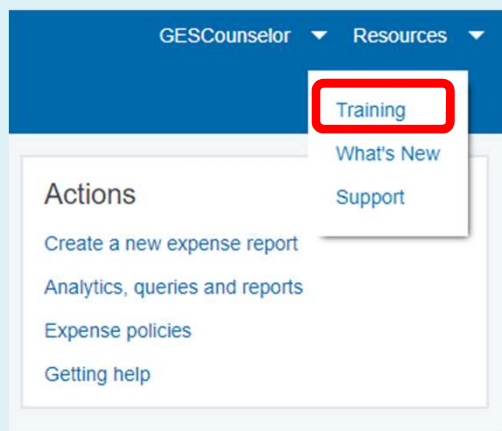
				
2022 Contractor Payment Schedule				
Payment	*Anticipated Payment Date is a MONDAY	From Saturday	To Friday	Timesheet & Expense Report Deadline 9:00 a.m. Saturday
1	1/10/2022	12/18/2021	12/31/2021	1/1/2022
2	1/24/2022	1/1/2022	1/14/2022	1/15/2022
3	2/7/2022	1/15/2022	1/28/2022	1/29/2022
4	2/22/2022	1/29/2022	2/11/2022	2/12/2022
5	3/7/2022	2/12/2022	2/25/2022	2/26/2022
6	3/21/2022	2/26/2022	3/11/2022	3/12/2022
7	4/4/2022	3/12/2022	3/25/2022	3/26/2022
8	4/18/2022	3/26/2022	4/8/2022	4/9/2022
9	5/2/2022	4/9/2022	4/22/2022	4/23/2022
10	5/16/2022	4/23/2022	5/6/2022	5/7/2022
11	5/31/2022	5/7/2022	5/20/2022	5/21/2022
12	6/13/2022	5/21/2022	6/3/2022	6/4/2022
13	6/27/2022	6/4/2022	6/17/2022	6/18/2022
14	7/11/2022	6/18/2022	7/1/2022	7/2/2022
15	7/25/2022	7/2/2022	7/15/2022	7/16/2022
16	8/8/2022	7/16/2022	7/29/2022	7/30/2022
17	8/22/2022	7/30/2020	8/12/2022	8/13/2022
18	9/6/2022	8/13/2022	8/26/2022	8/27/2022
19	9/19/2022	8/27/2022	9/9/2022	9/10/2022
20	10/3/2022	9/10/2022	9/23/2022	9/24/2022
21	10/17/2022	9/24/2022	10/7/2022	10/8/2022
22	10/31/2022	10/8/2022	10/21/2022	10/22/2022
23	11/14/2022	10/22/2022	11/4/2022	11/5/2022
24	11/28/2022	11/5/2022	11/18/2022	11/19/2022
25	12/12/2022	11/19/2022	12/2/2022	12/3/2022
26	12/27/2022	12/3/2022	12/16/2022	12/17/2022

***Please note that payment dates are not guaranteed. Typically you can expect payment on anticipated date, however this is not a guarantee. You may receive payment up to 5 days following the anticipated date.**

IMPORTANT LINKS



Also, under **RESOURCES** on the navigation bar (as shown above in red) there is an option, **TRAINING**.



If you click **TRAINING**, you will be taken to a page that shows a list of links to frequently asked questions.



If after reviewing all these options, your questions are still not answered please bring them to the attention of your case manager so she can direct the inquiry to the correct personnel.

Getting Started

- [Creating an Expense Report](#)
- [Submitting an Expense Report](#)
- [Assigning a Substitute Approver](#)
- [Assigning a Delegate User](#)
- [Adding a Personal Credit Card](#)
- [ExpenseWire Credit Card Tab](#)
- [Changing Your Password](#)
- [Disabling Email Notifications](#)
- [ExpenseWire Mobile Site](#)
- [Using the Enhanced Search Feature](#)

Expense Reports

- [Creating an Expense Report](#)
- [Entering Attendees in an Itemizable Expense Type](#)
- [Adding Contacts](#)
- [Submitting an Expense Report](#)
- [Resubmitting a Denied Expense Report](#)
- [Viewing an Expense Report Pending Payment](#)
- [Viewing an Expense Report that has been Paid](#)
- [Splitting a Line Item](#)

Expense Reports with Receipts

- [Attaching a Receipt](#)
- [Attaching a Receipt Options](#)
- [Attaching a Receipt via File Upload](#)
- [Attaching a Receipt via Fax](#)
- [Attaching a Receipt to a Report via Email](#)
- [Attaching a Receipt to a Line Item via Email](#)