### U.S. Bank Expense Management

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## Login

Login to [https://www.usbexpensemanagement.com](https://www.usbexpensemanagement.com) using your email & password (originally set to Stewart2013). Enter the requested characters of your memorable word (aaaaa). **Elect to always allow popups on this Internet site. When possible, use .pdf format for attachments to your expense reports.**
Main Screen

The main screen contains information about your account: Credit Limit, Available Credit, as well as quick links.
If you are an out of pocket expense reporter only, please proceed to Page 5.
Manage Corporate Card Transactions (Pcard)

**Main Menu / Account Statements**

Click on a transaction to change coding, indicate that a receipt is available and add narrative details (transaction description).
Change coding – select drop down on GL Code.

Search for often used codes to add to your favorites.

Use % as a wildcard to refine your search.

Use the right arrow to add to favorites.

Use up arrow to select code for the current transaction.

Please search for the code you require. Note that only the first 63 active codes will be returned matching your criteria.

Valid Codes Only  Yes  ☑  All  ☑

If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.

For codes that you use regularly add them to your favorites below, this will place them within your select list. A total of 15 codes per code type may be added to each list.
Use Narrative Details to add the required description. In the case of meals, include purpose and names of individuals.

Indicate if a receipt is available for the transaction.

DO NOT attach the receipt image at the transaction level. Receipts are attached during the expense report process.

Save the transaction.

Split a transaction by clicking on the + sign to the left of Company column.

If you have no out of pocket expenses, please proceed to page 9.
Create Out of Pocket Transactions

**Main Menu / Cash Expenses**

Select *Cash Expenses – Create New Item* on top right of screen.
Select

General Cash Claims
Mileage Claims
Add amount and enhanced description. Save the transaction which will bring up the coding tab.

Coding – The company, AU Code and Activity will default to your pre-defined settings. You must select a GL Code. Indicate whether a receipt is available for the transaction (Yes or No).
If you are submitting a mileage reimbursement claim, enter the miles driven. The system will provide the reimbursement amount based on the posted IRS reimbursement rate.

Select the Comments tab to enter **To**, **From**, **Purpose of Trip**.

Save the transaction to complete the Coding.
On the coding tab, enter the mileage GL code.

Select No receipt unless you are required to attach backup or log sheets.

Save the transaction.
Create and Submit an Expense Report

Main Menu / Expense Reports

Select Expense Report – Create New Item on right side of screen.
Add a description to the expense report and the date range.

<table>
<thead>
<tr>
<th>Description</th>
<th>2/15 USBank Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>1/16/2013</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>2/28/2013</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

[Image of US Bank Expense Report: Create New Item]
If you have both out-of-pocket and corporate card, select each individually and select OK to link transactions from both sources.

**Link Card Transactions**

Under Account drop down, select USB Corporate Card.

Click OK.
Click on Select All to link all card transactions to this expense report (or you may wish to select specific items).

If the transaction count exceeds more than one page, select each page and select all to link visible transactions.

**Link Cash Transactions**

Under Account drop down, select Cash.

Click Ok.

Click on Select All to link all cash transactions to this expense report.

Click on Save which will return you to the Account Statement / Expense Report view.
If all transactions have been coded, the icon to the right of the transaction amount should be a green arrow. If the icon is a green ?, click on the transaction to validate the coding.
Attach receipts by clicking on **Manage Receipt Images**.

Click on **Upload New Image**.
Scan all of your receipts for the expenses linked to this expense report to one .pdf file.

Save to your computer.

Click on the **Browse** button to retrieve the .pdf file of your receipt images.

Click on **Upload File**.
Since all the receipts are in one file, click on **All**. This will allow the approver to see the images for this expense report by drilling down on any transaction. Select **Save**.

### Receipt Image Management - Transaction Linking

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Extracted Images</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/03/2013</td>
<td>Cupcakes for office</td>
<td>0</td>
<td>40.50</td>
</tr>
<tr>
<td>02/04/2013</td>
<td>Pax - breakfast</td>
<td>0</td>
<td>2.95</td>
</tr>
<tr>
<td>02/04/2013</td>
<td>Chipotle 0436</td>
<td>0</td>
<td>21.00</td>
</tr>
<tr>
<td>02/05/2013</td>
<td>Cab fare</td>
<td>0</td>
<td>6.00</td>
</tr>
<tr>
<td>02/06/2013</td>
<td>Calico Jacks</td>
<td>0</td>
<td>37.57</td>
</tr>
<tr>
<td>02/06/2013</td>
<td>Cibo</td>
<td>0</td>
<td>114.82</td>
</tr>
<tr>
<td>02/07/2013</td>
<td>Osteria Laguna</td>
<td>0</td>
<td>56.82</td>
</tr>
<tr>
<td>02/08/2013</td>
<td>NY Hotel charges</td>
<td>0</td>
<td>1,811.00</td>
</tr>
<tr>
<td>02/08/2013</td>
<td>Toll Fees</td>
<td>0</td>
<td>18.60</td>
</tr>
<tr>
<td>02/08/2013</td>
<td>Misc tips</td>
<td>0</td>
<td>10.00</td>
</tr>
<tr>
<td>02/08/2013</td>
<td>Airport mileage</td>
<td>0</td>
<td>50.85</td>
</tr>
</tbody>
</table>

**All None No Image**
If the receipt image exceeded the upload capacity, split into two .pdf files. After saving the first image, upload the second, link to all transactions, and save.

Close the Receipt Image Display form.
If you would like to see the completed report, click on **Print Expense Report.**

The expense report will show the description of all coding and the narrative details.

Review to verify that all coding is correct.
Should you require a printed version, select View Printable Expense Report at the bottom of the expense report.
Submit the expense report for approval by clicking on the green right arrow.

Once submitted, if you wish to recall the expense report to make corrections or additions, click on the same icon - - .

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Summary</th>
<th>Receipt</th>
<th>Amount Incl</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/17/2013</td>
<td>Expense Report Name - Pcard statement 3 16 to 4 15 Expense Report Number - 39</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Expense Report Views

The history of your expense reports will appear under **Home / Expense Reports**.

Each report will reflect the status of the report. Click on the green check mark icon to see the history of the expense report.

### Account Statement

<table>
<thead>
<tr>
<th>Number</th>
<th>Expense Report</th>
<th>Date</th>
<th>Items</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>Test Exp Rept</td>
<td>04/18/2013</td>
<td>1</td>
<td>10.00</td>
</tr>
<tr>
<td>12</td>
<td>USBank 3/31/13</td>
<td>03/12/2013</td>
<td>3</td>
<td>233.92</td>
</tr>
<tr>
<td>6</td>
<td>2/15 USBank Statement</td>
<td>02/28/2013</td>
<td>11</td>
<td>2,170.19</td>
</tr>
</tbody>
</table>

Change View: Current, 6 months, 12 months, All
Expense Report Approval

If you have expense reports to approve:

You will receive an email at the end of the day notifying you of direct reports with submitted expense reports.

When you login to Expense Management, Main Menu / Approvals will be a light blue and flashing.

Select **Main Menu / Approvals**.

All expense reports requiring approval are listed under Items Requiring Attention.

Click on a specific Expense Report Period to view the Expense Report.
The expense report submitter has been instructed to scan all receipts to a single .pdf file and attach to all transactions.

Select the green arrow to the right of a transaction to view the transaction.

If an image is attached, the paper clip next to View Receipts will be green

Click on View Receipts to view imaged receipts.
Select **Print Expense Report** to view Coding and Additional Details.

Scroll to the bottom of the report to **View Printable Expense Report**.

To either approve the report or request additional information, return to Expense Report View and select the red exclamation mark next to the report name.
If additional information is required, select **Information Required**. Type the request in the Approver Comments section. Click **Save**.

If the expense report is accepted, select **Approved** and Click **Save**.

The Expense Report screen will now reflect a green check mark next to the expense report name.

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Once all of the expense reports have been processed, the Items Requiring Attention will reflect the current status and the **Main Menu / Approvals** will no longer flash.

If a report is rejected for additional information, the remitter will receive an e-mail notification and must resubmit the report.

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**Items Requiring Attention**

Statement & Transactions requiring approval

**Approver Summary View**

✅ You have no outstanding Approval Items