How to Log into ExpenseUVA and Expense T&E Card Transactions

STEP #1
If you are the expense owner, email all of your receipts to receipt@chromefile.com. If you are a delegate, steps to add receipts are in STEP #8.

Step #2
Click on the Launch ExpenseUVA button in the middle of the page- this will require your NetBadge credentials https://travelandexpense.procurement.virginia.edu/expenseuva

STEP #3
From the Dashboard, click on the Menu button on upper left corner.
STEP #4

Click on eWallet.

STEP #5

Select All in your eWallet, and all transactions (and imported receipts) will appear that need to be processed.
STEP #6

If any of your Bank of America transactions (BOA) are loaded with the wrong expense tile, you can change them by clicking on the tile. The tile menu will open so you can select the correct tile and sub-tile if necessary. If receipts have the wrong expense type these do not need to be changed because when they are merged with the BOA transactions they will “take on the life” of the BOA transaction.
STEP #7

You may sort by Date, Amount, etc. Many people find it easiest to sort by amount so the receipts match up to the Bank of America transactions.

STEP #8

You’ll find that ExpenseUVA’s Optical Character Recognition (OCR) feature may have automatically merged some of your receipts with your BOA transactions so they will already be Merged (See circle below). Once the Bank of America transactions and receipts are organized, simply drag the matching receipt on top of the corresponding Bank of America Transaction until it shows Merged Details.
If any of your receipts and BOA transactions have been merged in error, simply click *Merged Details*. This will show you the individual items which have been merged and then you can click on the broken link to unmerge the items.

**STEP #9**

If any receipts are missing at this stage, click *Receipt Gallery*, then *Upload*, and upload from your computer. Then merge as directed above.

For assistance, contact your ExpenseUVA Ambassador or travel@virginia.edu
STEP #10
Start an Expense Report by Clicking +New

STEP #11
The Header Screen will populate. You will need to complete the Report Name. Your School or Unit may have a naming convention they prefer you use. Choose Report Type and Purpose from the Drop Down Menus. If you have chosen a Domestic or International report type you will be required to enter travel start and end dates and primary destination. Click Save.
Step #12

Next, click *Credit Card* so your merged Bank of America Transactions appear for you to expense. Then, simply click on the first item to expense. Drag to the expense report and drop onto the top of the page (just between the blue and white sections of the screen as indicated below) where a line will appear that says Create a New Line Item.

Step #13

This will auto-populate part of the expense page for you. Note the date of purchase and amount are already completed. You only need to complete the business purpose (*Description*) and PTAO (*Allocation*). Then click *Save*.

Step #14

Make sure the *Total Pay Me* Amount at the bottom of the screen shows a 0.00 USD amount.

Step #15

Continue until each line card expense has been completed and then click *Submit*.

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