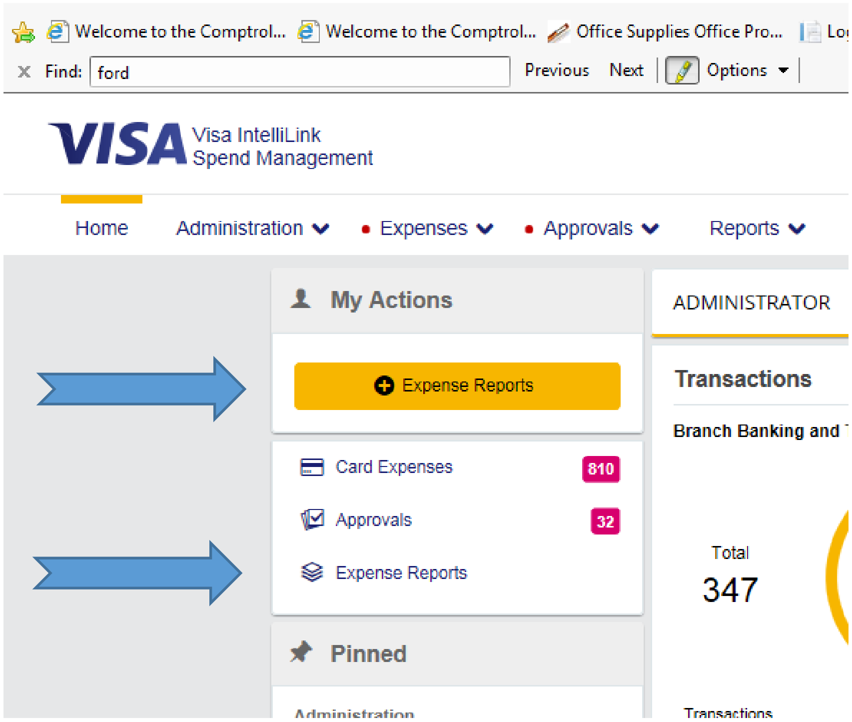
HOW TO CREATE AN EXPENSE REPORT

(for yourself, if you do another person's card it will be a little different)

Important Make sure Pop up's are enabled for this site.



Step1:

Click the Yellow Expense Report button (to Start a new one for yourself)

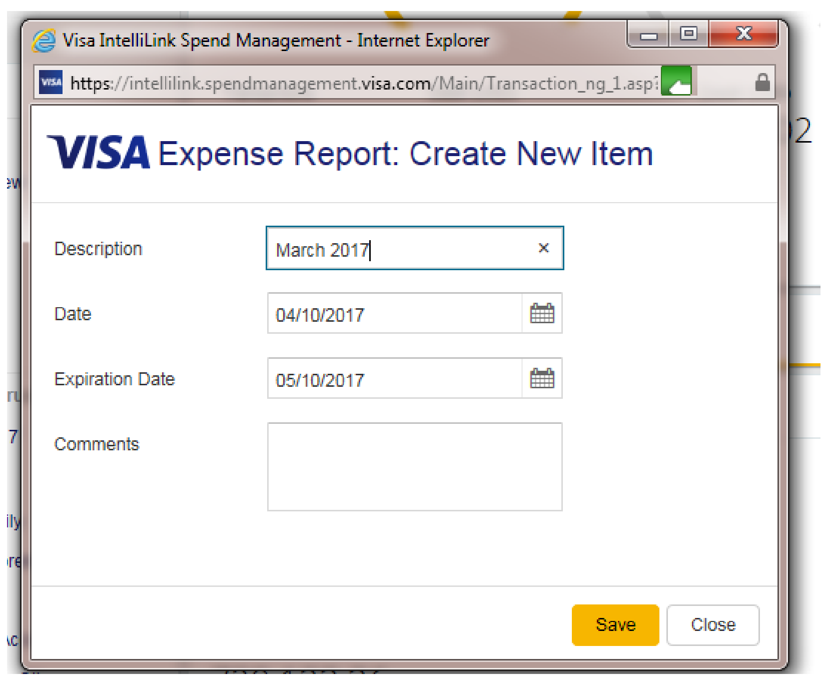
Click the Expense Reports with the stack of papers in front of them to see previous reports for yourself.

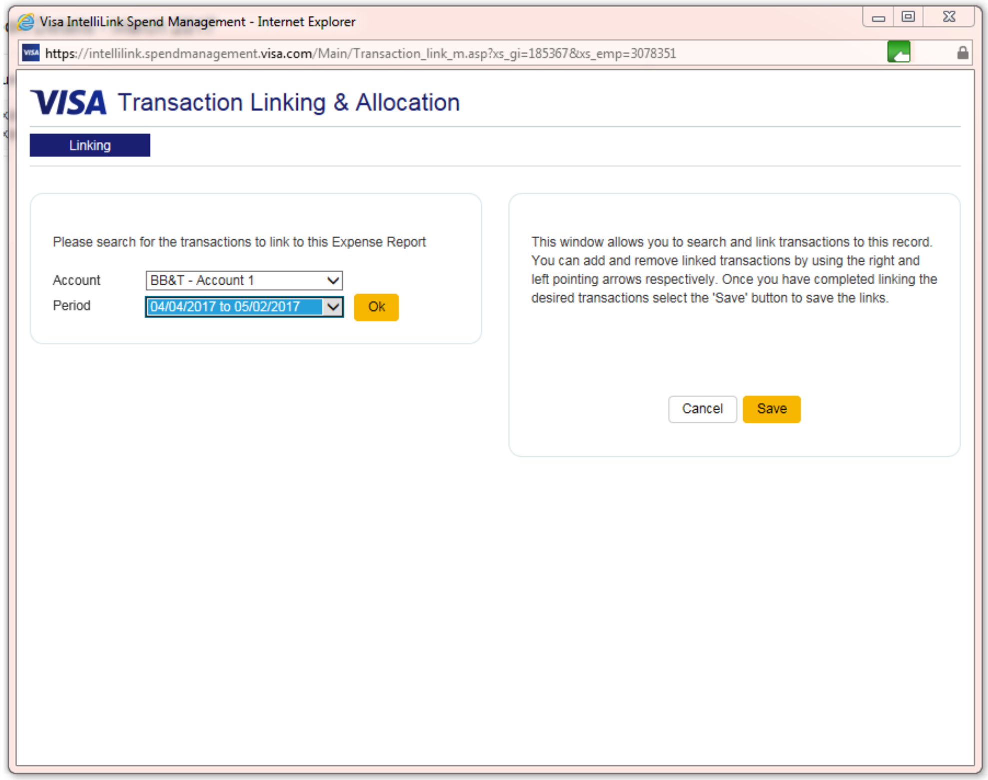
Step 2:

When the next screen comes up just give your report a name, usually the month and year the charges are for.

Don't worry about the dates, the next screen lets you select the period.

Select Save





Step 3:

Select Account –unless you have had fraud charges it should be defaulted to your correct account.

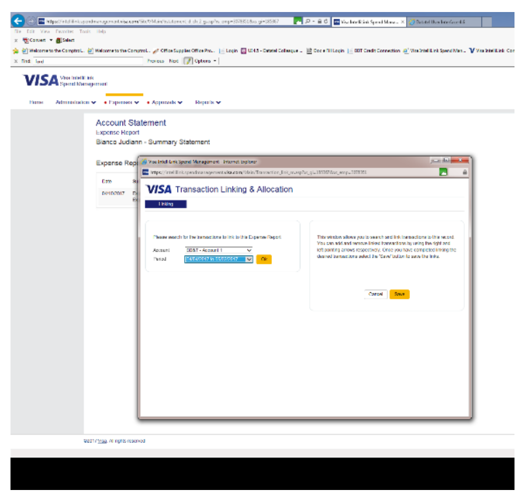
Select the correct period

Select OK

Step 4:

After you select ok, the charges will appear on the left side. Select all to move to the right and Save.

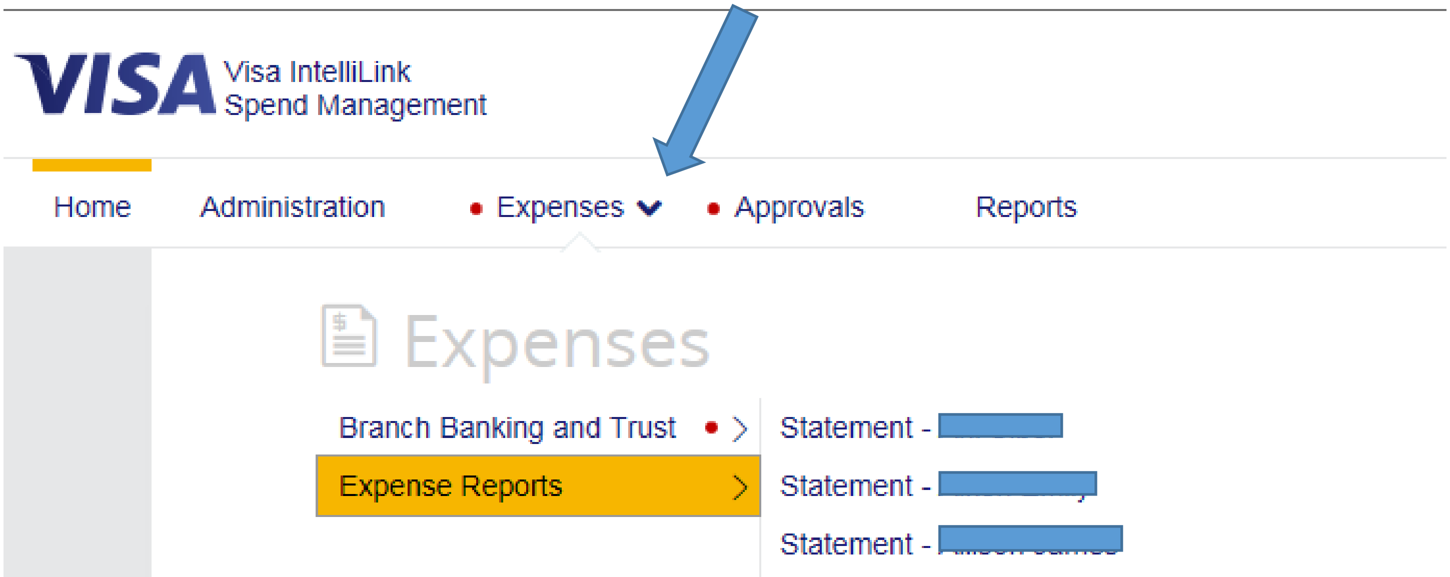
If you have multiple pages of charges you will need to page to each page and select all to attach those charges to the expense report.



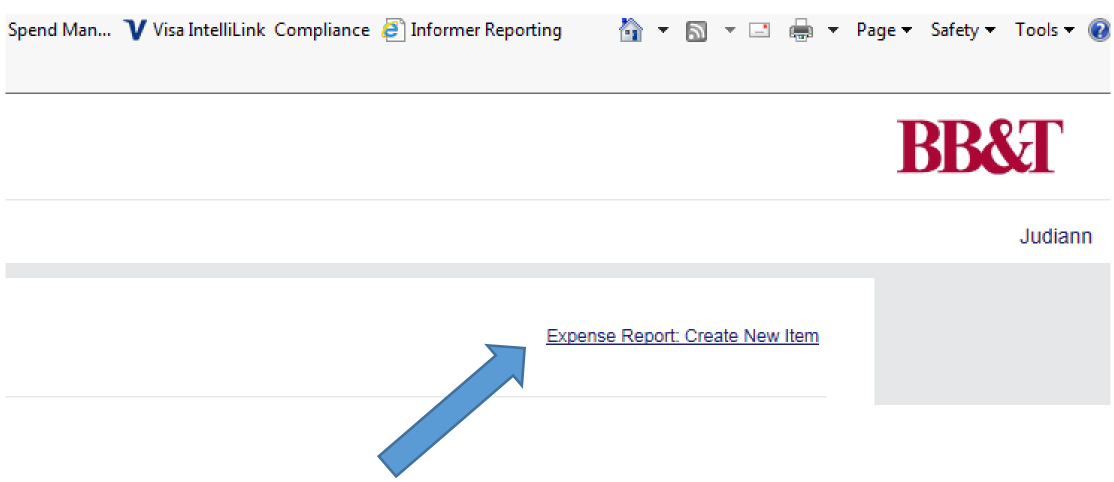
<u>**Your Expense Report has been created.**</u>

IF YOU ARE DOING ANOTHER PERSON'S EXPENSE REPORT

On The home Screen go to Expenses



After you click on the Expenses there will be a drop down the one titled "Branch Banking and Trust" is the location of the Statement. You will want to click on the "Expense Reports" when you see the name of the person you are allocating for highlight and click there name. (If it is your first time going in, you can also pin the person to your home page and you can avoid going through the expenses link shown)



Click the "expense Report Create New Item" and you will be at the second step on Page 1.