

**CREDIT CARD TRANSACTIONS**

- ❖ PAY WITH CREDIT CARD
- ❖ OBTAIN RECEIPT
- ❖ SCAN RECEIPT
- ❖ STORE RECEIPT IN WORKS OR ON YOUR DESKTOP
  
- ❖ AFTER YOU RECEIVE THE WORKS E-MAIL, LOG INTO...<https://payment2.works.com/works>
  
- ❖ CHECK ALLOCATION (ACCOUNT & OBJECT CODE)
- ❖ MAKE ANY CHANGES AND ADDITIONS TO THE ALLOCATION
- ❖ ADD COMMENTS
- ❖ BUNDLE INTO AN EXPENSE REPORT (IF DESIRED)
- ❖ ATTACH SCANNED RECEIPT TO THE DOCUMENT NUMBER. (FROM WORKS OR YOUR DESKTOP)
- ❖ IF NOT ATTACHING SCANNED RECEIPTS: PRINT TRANSACTION SUMMARY, SIGN PRINTOUT, ATTACH YOUR RECEIPTS TO THE PRINTOUT, AND SEND TO THE CARD PROGRAM OFFICE
- ❖ SIGN OFF ON THE TRANSACTION

**PERSONAL REIMBURSEMENTS**

- ❖ CREATE AND SAVE REIMBURSEMENT REQUEST
- ❖ FIND AND SELECT REIMBURSEMENT CREATED ON THE HOME PAGE AS "DRAFT"
- ❖ CHECK ALLOCATION (ACCOUNT & OBJECT CODE)
- ❖ MAKE ANY CHANGES AND ADDITIONS TO THE ALLOCATION
- ❖ ADD COMMENTS IF NONE ARE PRESENT
- ❖ BUNDLE INTO AN EXPENSE REPORT (IF DESIRED)
- ❖ ATTACH SCANNED RECEIPT OR MAPQUEST TO THE DOCUMENT NUMBER. (FROM WORKS OR YOUR DESKTOP)
- ❖ IF NOT ATTACHING SCANNED RECEIPTS: PRINT TRANSACTION SUMMARY, SIGN PRINTOUT, ATTACH YOUR RECEIPTS TO THE PRINTOUT, AND SEND TO THE CARD PROGRAM OFFICE
- ❖ SIGN OFF ON THE REIMBURSEMENT

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- **Attention Faculty:** Transactions funded by the Dean's office must be bundled in a folder in order to assure they will be paid with the Dean's account number. If not identified correctly, your research account will be charged for the expense. I.e....approved Educational Travel, Faculty Travel, and Recruiting

Please create a folder in Works marked:  
Years-Deans Travel and add any related expenses to that folder.

*i.e.....2016-17 Deans Travel*

*i.e.....2016-17 Recruiting*