

CREDIT CARD TRANSACTIONS

- ❖ PAY WITH CREDIT CARD
- ❖ OBTAIN RECEIPT
- ❖ SCAN RECEIPT
- ❖ SAVE 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 (FROM WORKS OR YOUR DESKTOP) TO THE WORKS CREDIT CARD DOCUMENT NUMBER.
- ❖ IF NOT UPLOADING 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 (FROM WORKS OR YOUR DESKTOP) TO THE WORKS PERSONAL REIMBURSEMENT DOCUMENT NUMBER. IF NOT UPLOADING 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

Attention Faculty: Transactions funded by the Dean's office must be added to an Expense Report in order to assure funding from 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 an Expense Report in Works marked:

Fiscal Year Deans Traveland add any related expenses to that folder using your R&T account code.

Keep the Expense Report open for the entire current fiscal year.

I.e....2016-17 Deans Travel

I.e....2016-17 Deans Recruiting

After review of your Expense Report, The Dean's office will credit your R&T for any approved expenses.