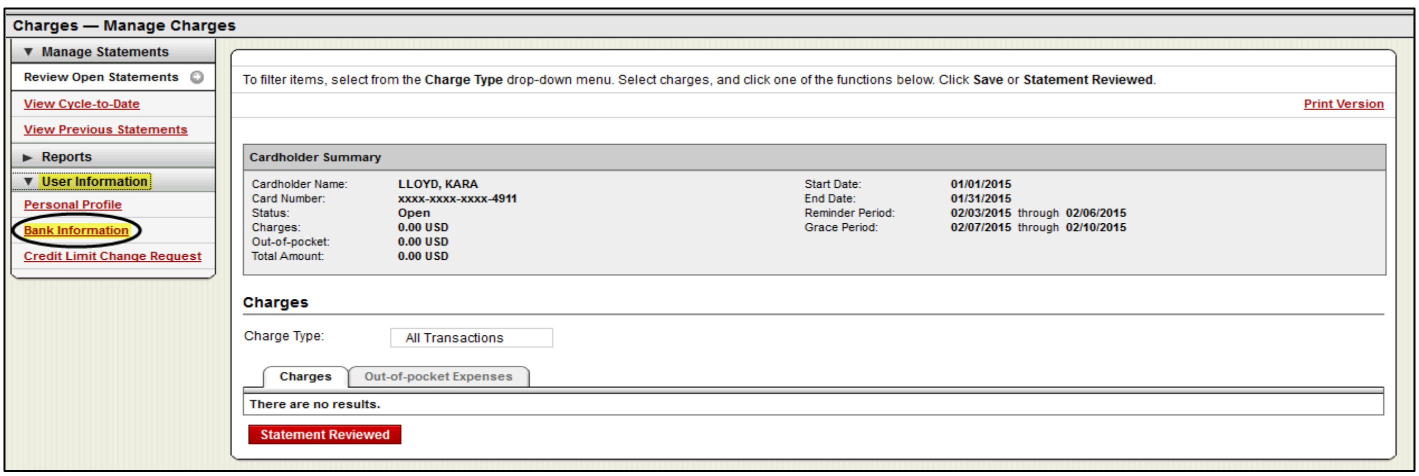
Wells Fargo CCER Personal Expense Reimbursement

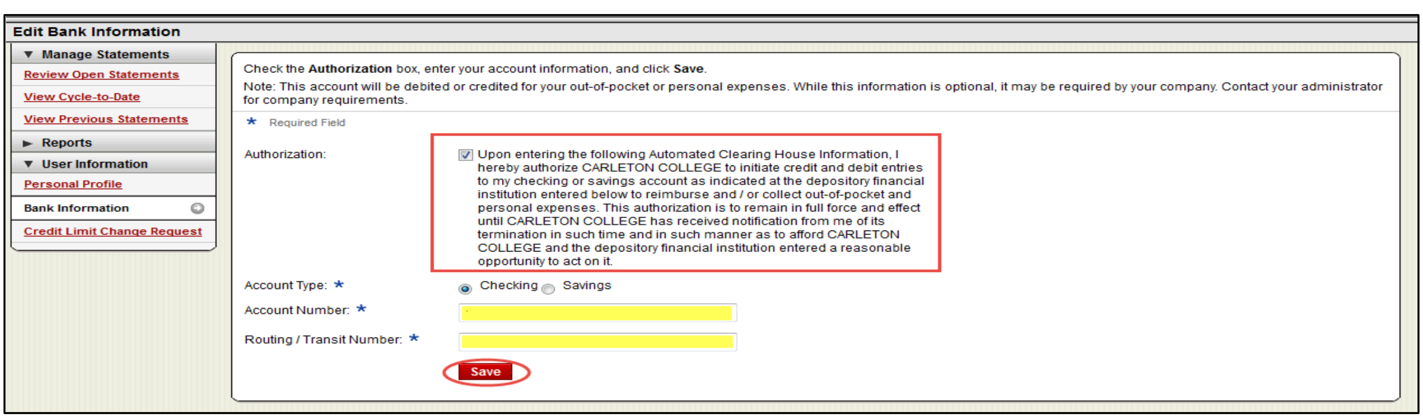
The Wells Fargo Commercial Card Expense Reporting (CCER) online portal allows access to settle personal expenses online. When viewing your transactions in CCER, you have the option to check an item as 'personal' if the charge is not a College expense. If only a portion of the charge is personal, select split and reclassify to specify that portion as personal. After the statement reconciliation and approval period, your personal bank account will be debited the personal charge total. This eliminates the need for you to write a check to the College.

Getting Started:

- Login to the Wells Fargo CCER Portal
- Select **User Information>Bank information** from the left navigation menu in CCER

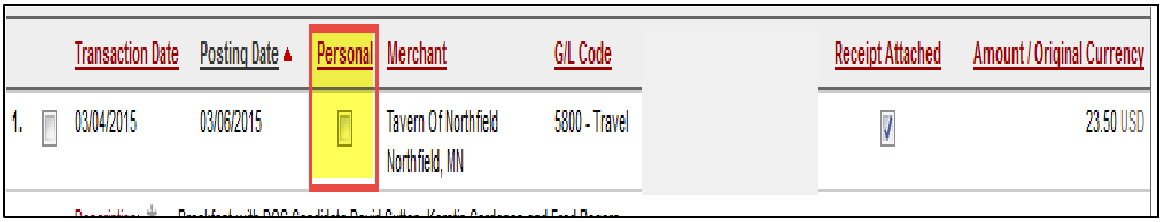


- Check the Authorization checkbox to allow payments to your account
- Select the account type and enter your **Routing Number** and **Bank Account Number** into the required fields and click **Save**

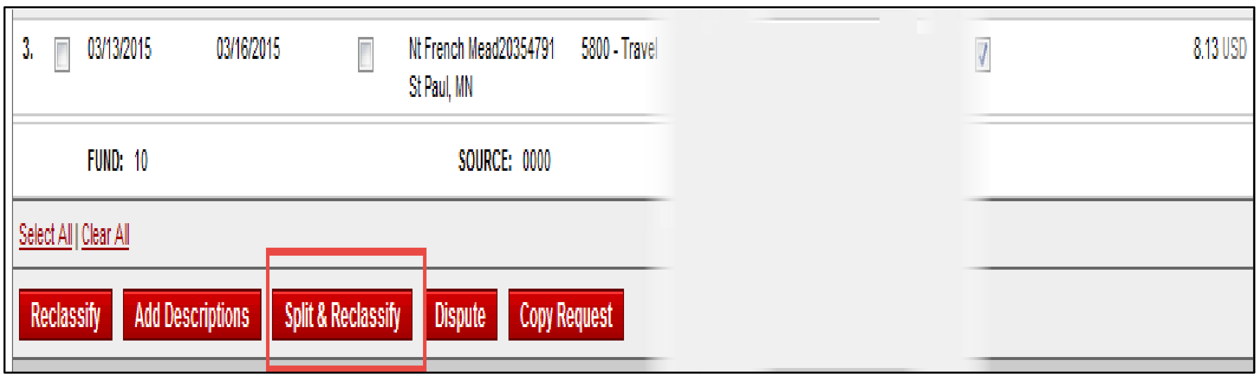


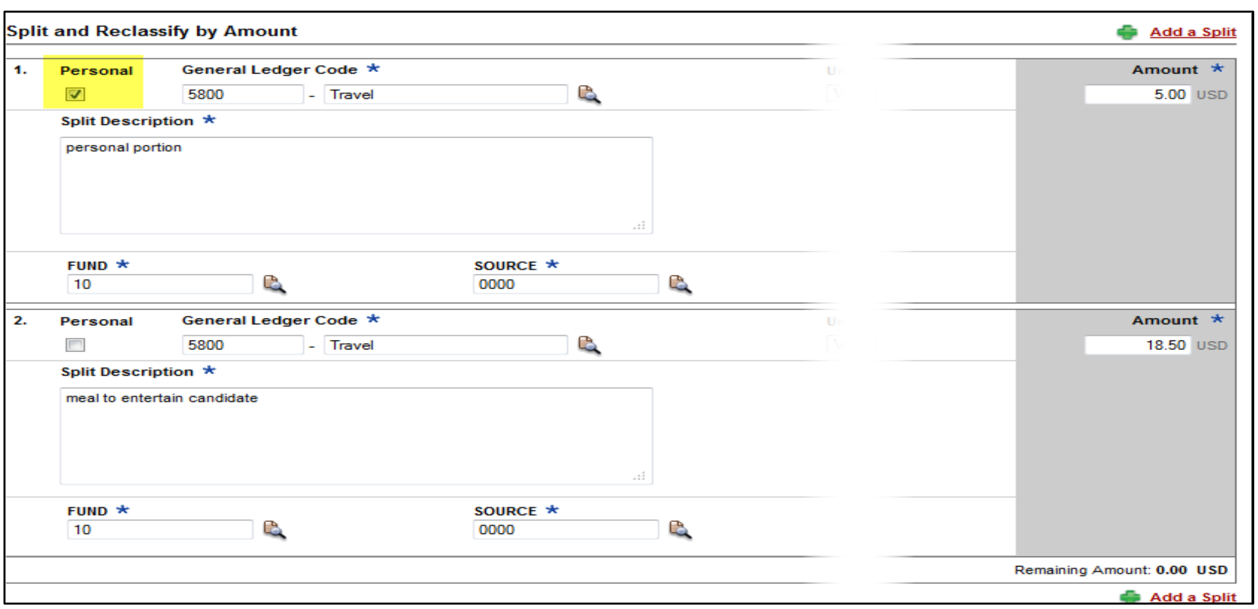
Using Personal Expense Reimbursement:

- Upon successful authorization you are now able to mark a transaction as a personal expense into the online portal. Be sure to **Save** your page after checking the “Personal” box.



- If only a portion of the charge is personal, you can split the charge to identify a portion as personal.





- Enter the split information on the screen provided. Click **Save** when you are done.

Final Steps:

- The final step is to click on “Statement Reviewed” during the monthly review cycle.
- Once your expenses have been approved your individual bank account will be debited for the personal charge.