# CCER: Out-Of-Pocket (OOP) Expense Reporting

Out-of-Pocket (OOP) Expense Reporting allows an employee or their administrative support professional to report Out-Of-Pocket (OOP) expenditures electronically through CCER and receive reimbursement by direct deposit to the employee authorized bank account of record on a monthly basis. This feature is intended for miscellaneous items such as tips, tolls, mileage, parking and other small dollar expenses.

**Getting Started (One-time set-up):**

*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.**

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**Using Out-of-Pocket (OOP) Reimbursement:**

*To utilize this feature login to Wells Fargo CCER.
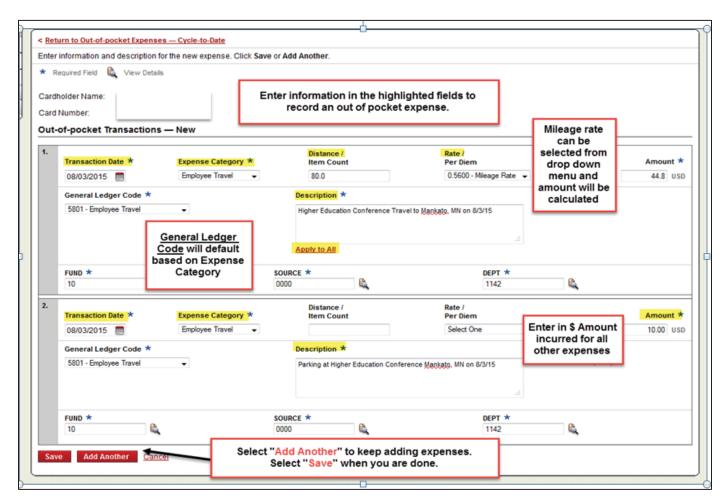
* Select either of the following:

> ***Review Open Statements** – Use this during the Cardholder Review Period (generally 1-8th of each month)

> ***View Cycle-to-Date** – Use this to enter your out of pocket expenses prior to the review period. You can enter transactions as they occur or save them for monthly reporting.

*Locate the tab for "Out-of-Pocket" (OOP) and enter your expenses for the month. In the tab you may enter any out-of-pocket expenses you have incurred that are eligible for reimbursement.

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*Click "**Add an Expense**" to add items

  *Enter date and choose an expense category
  *enter amount and add description
  *for mileage, enter distance, select rate and add description
  *modify the default account codes if necessary
  *click "**Add another**" to add more expenses
  *save



**Final Steps and Things to Note:**

*Make sure you have added all of your Out-of-Pocket items prior to clicking the "**Statement Reviewed**" button during the monthly review period.

*Out-Of-Pocket items print at the bottom of your purchasing card statement **and the receipts for both transaction types should be stapled to the printed statement to give to your approver.**

* A receipt is required for ALL Out-Of-Pocket expenses. Map Quest or Google Map documentation should be supplied for mileage reimbursement. Tips do not require a receipt, but a detailed description must be provided.

*If an Approver does not approve or decline the out-of-pocket charge, the charge will not be reimbursed that month, but remains open for approval the next month.

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