# 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

Charges — Manage Charges					
▼ Manage Statements					
Review Open Statements	To filter items, select from the Charge Type drop-down menu. Select charges, and click one of the functions below. Click Save or Statement Reviewed.				
View Cycle-to-Date	Print Versio	0			
View Previous Statements	* Required Field				
Reports      User Information	Cardholder Summary				
Personal Profile	Cardholder Name: e-Time Set-Up Approved 31.50 USD Out-of-pocket: Out-of-p				
	Charge Type: All Transactions ¥				

\*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.** 

0		er your account information, and click Save. d or credited for your out-of-pocket or personal expenses. While this information is optional, it may be required by your company. Contact your administrator	
	* Required Field		
0	Authorization:	✓ Upon entering the following Automated Clearing House Information, I hereby authorize CARLETON COLLEGE to initiate credit and debit entries to my checking or savings account as indicated at the depository financial institution entered below to reimburse and / or collect out-of-pocket and personal expenses. This authorization is to remain in full force and effect until CARLETON COLLEGE has received notification from me of its termination in such time and in such manner as to afford CARLETON COLLEGE and the depository financial institution entered a reasonable opportunity to act on it.	
	Account Type: * Account Number: * Routing / Transit Number: *	Checking Savings     Enter Checking / Savings     Account Number &     Routing Number	
		Save Remember to Save	

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

\*To utilize this feature login to Wells Fargo CCER.

\* Select either of the following:

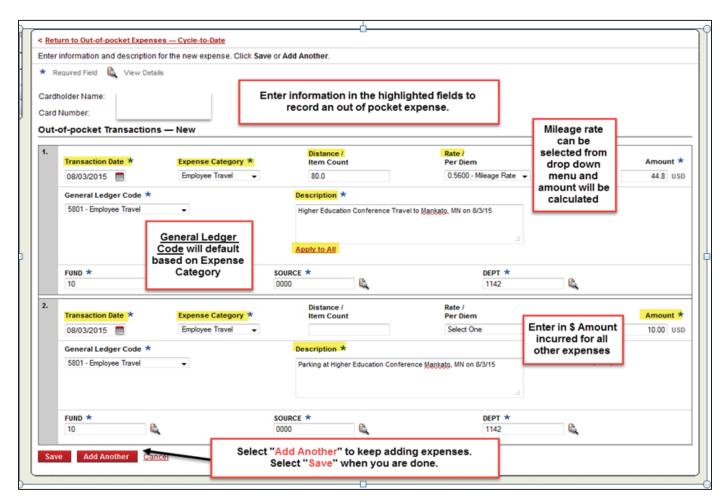
\*Review Open Statements – Use this during the Cardholder Review Period (generally 1-8<sup>th</sup> of each month)

\*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.

}							
Charges — Manage Charges							
▼ Manage Statements							
Review Open Statements	Select "Review Open Statements" during the						
View Cycle-to-Date	review period. Select "View Cycle-To-Date"	Print Version					
View Previous Statements	* to enter expenses prior to the review period.						
▶ Reports							
▶ User Information	Cardholder Summary						
	Cardholder Name:         Start Date:         07/01/2015           Card Number:         End Date:         07/31/2015           Status:         Reminder Period:         08/01/2015 through 08/04/2015           Charges:         31.50 USD         Grace Period:         08/05/2015 through 08/08/2015           Out-of-pocket:         0.00 USD         Total Amount:         31.50 USD						
	Charges						
	Charge Type: All Transactions  Click on "Out-of-Pocket" Expenses to electronically record expenses and receive reimbursement						
1	Viewing 1 to 1 of 1 items and receive reimbursement						
	Charges Out-of-pocket Expenses						
	Select All (Clear Al						
	Transaction Date Posting Date  Personal Merchant Gil Code Unit Receipt Attached	Amount / Original Currency					
	1.         07/16/2015         07/17/2015         No         Paypal Alledphoto         5401 - Equip Repair Maint         BUSNESS OFFICE(1142)           402-935-7733, CA	31.50 USD					
	Description: * equipment lens repair for Art and Art History						
	FUND: 10 SOURCE: 0000 DEPT: 5107						
	Select All (Clear All						
	Reclassify Add Descriptions						
		Total Charges: 31.50 USD					
	Viewing 1 to 1 of 1 items						
	Save	]					

- \*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.