

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

[View Cycle-to-Date](#)

[View Previous Statements](#)

► Reports

▼ User Information

[Personal Profile](#)

Bank Information ← One-Time Set-Up

[Credit Limit Change Request](#)

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**. [Print Version](#)

* Required Field

Cardholder Summary	
Cardholder Name:	
Start Date:	07/01/2015
End Date:	07/31/2015
Reminder Period:	08/01/2015 through 08/04/2015
Grace Period:	08/05/2015 through 08/08/2015
Approved	31.50 USD
Charges:	31.50 USD
Out-of-pocket:	0.00 USD
Total Amount:	31.50 USD

Charges

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**.

Check the **Authorization** box, enter your account information, and click **Save**.

Note: This account will be debited 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 for company requirements.

* Required Field

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: * Checking Savings

Account Number: *

Routing / Transit Number: *

Enter Checking / Savings Account Number & Routing Number

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.

Charges — Manage Charges

▼ Manage Statements

Review Open Statements

View Cycle-to-Date

View Previous Statements

► Reports

► User Information

Select "Review Open Statements" during the review period. Select "View Cycle-To-Date" to enter expenses prior to the review period.

Cardholder Summary

Cardholder Name: [Redacted] Start Date: 07/01/2015

Card Number: [Redacted] End Date: 07/31/2015

Status: [Redacted] 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

Viewing 1 to 1 of 1 items

Charges Out-of-pocket Expenses

Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt Attached	Amount / Original Currency
1. 07/16/2015	07/17/2015	No	Paypal Alliedphoto 402-935-7733, CA	5401 - Equip Repair Maint	BUSINESS OFFICE(1142)	<input checked="" type="checkbox"/>	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

*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

The screenshot shows the 'Out-of-pocket Transactions - New' form. At the top, there is a header with a back arrow and the text '< Return to Out-of-pocket Expenses — Cycle-to-Date'. Below this is a sub-header 'Enter information and description for the new expense. Click Save or Add Another.' and a 'View Details' link. The form is divided into two main sections for transaction entry, labeled '1.' and '2.'. Each section contains fields for 'Transaction Date', 'Expense Category', 'Distance / Item Count', 'Rate / Per Diem', 'General Ledger Code', and 'Description'. Transaction 1 shows a date of 08/03/2015, category 'Employee Travel', distance of 80.0, rate of 0.5600 - Mileage Rate, and an amount of 44.8 USD. Transaction 2 shows the same date and category, but with a rate of 'Select One' and an amount of 10.00 USD. At the bottom of the form, there are three buttons: 'Save', 'Add Another', and 'Cancel'. Red callout boxes provide instructions: one points to the highlighted fields (Transaction Date, Expense Category, Distance, Rate, Amount) with the text 'Enter information in the highlighted fields to record an out of pocket expense.'; another points to the 'Rate' dropdown with 'Mileage rate can be selected from drop down menu and amount will be calculated'; a third points to the 'General Ledger Code' dropdown with 'General Ledger Code will default based on Expense Category'; a fourth points to the 'Amount' field of transaction 2 with 'Enter in \$ Amount incurred for all other expenses'; and a fifth points to the 'Add Another' button with 'Select "Add Another" to keep adding expenses. Select "Save" when you are done.'

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.