Travel Activities
Changing My Wallet Expense Types

Overview:

Understanding the Process to Change My Wallet Expense Types

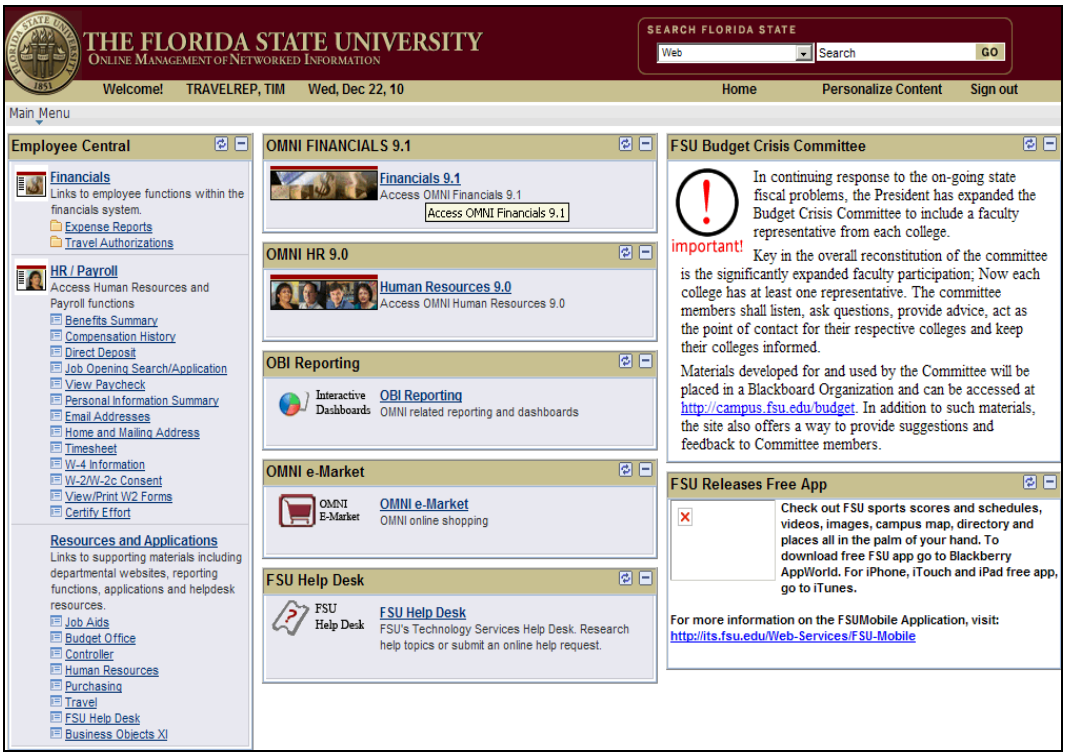
In this topic, you will learn the steps to change the Expense Type of a My Wallet charge that has not yet been applied to an expense report.

Expense Types MUST be changed in My Wallet prior to the creation of an Expense Report for these charges. ***Expense Types cannot be changed on an Expense Report.***

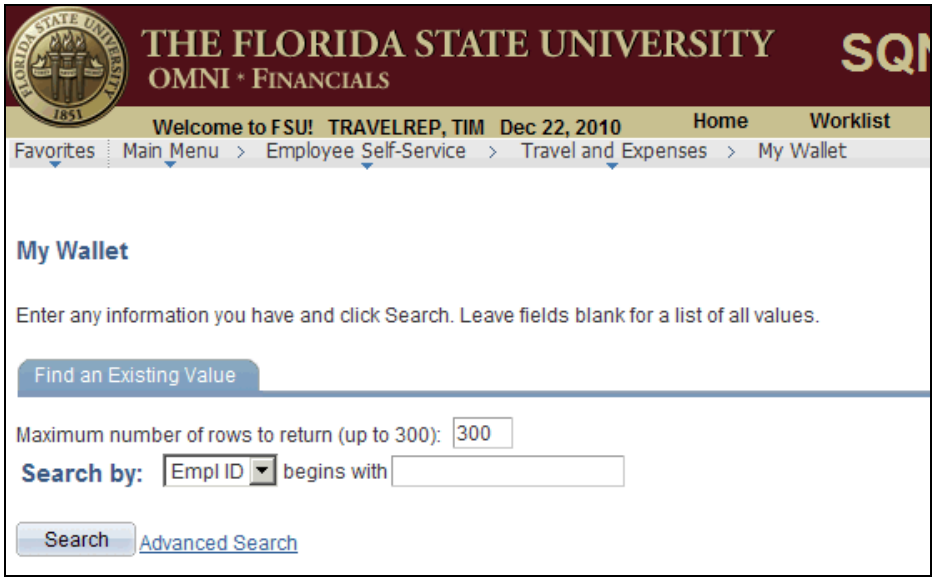
Procedure

Scenario:
In this topic, you will learn the steps to change the Expense Type of a My Wallet charge that has not yet been applied to an expense report.

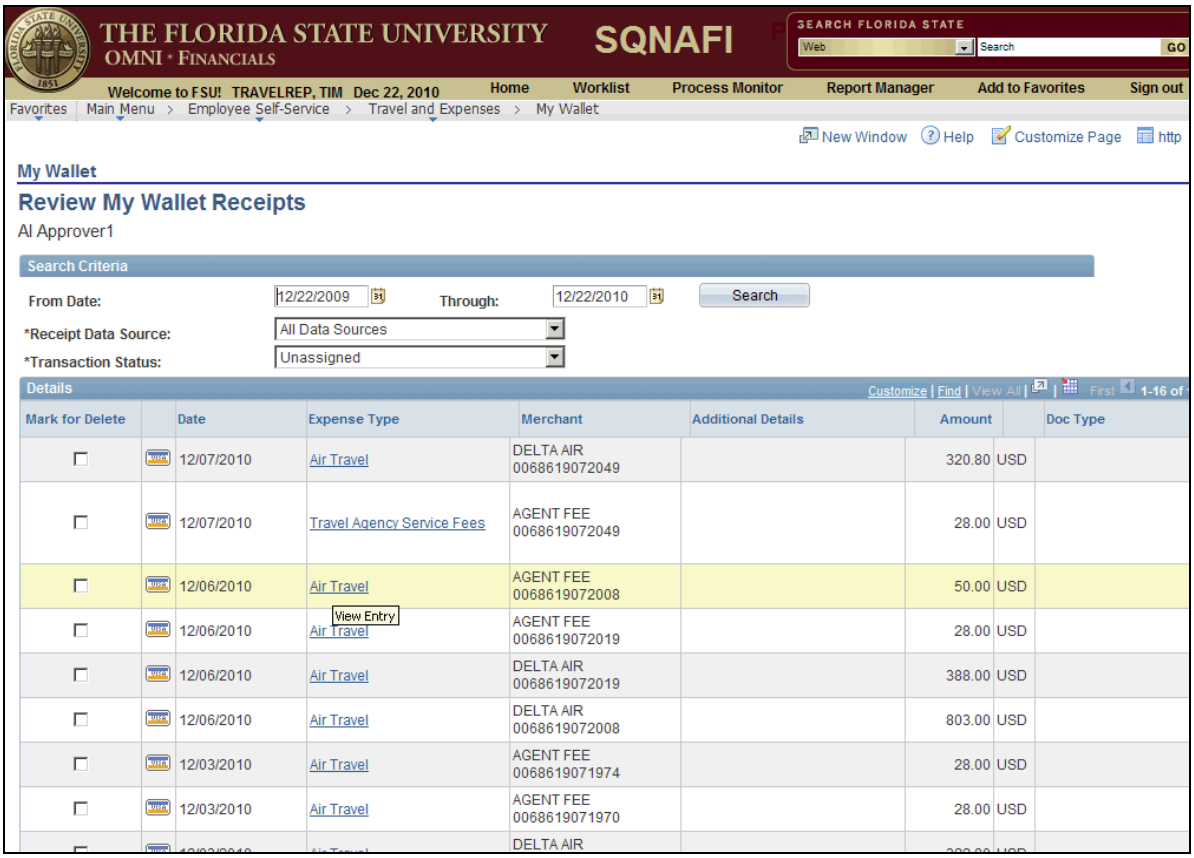
Key Information:
Employee Name
Employee ID



Step	Action
1.	Click the **Financials 9.1** link. Financials 9.1
2.	Click the **Main Menu** button. Main Menu
3.	Hover over Employee Self-Service, then Travel and Expenses, and click the **My Wallet** menu. My Wallet

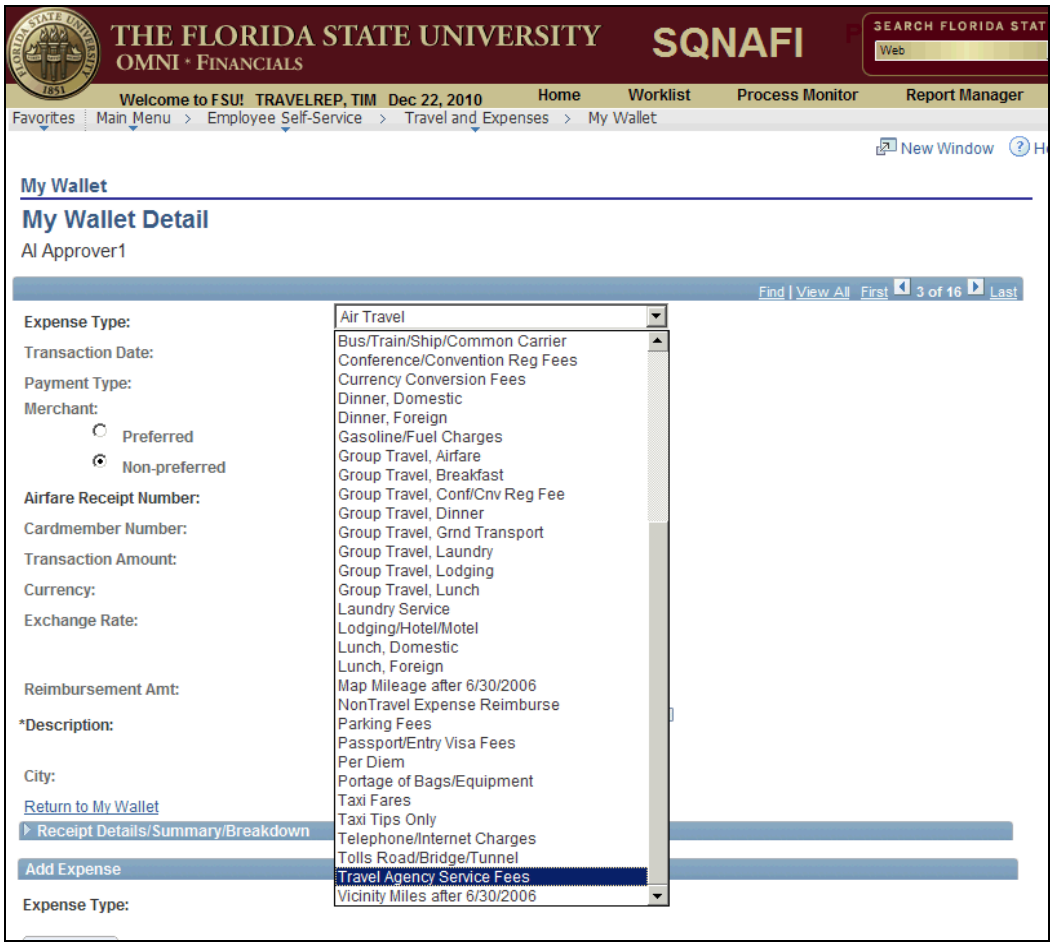


Step	Action
4.	Click the **Search** button. Search
5.	Only the employees for whom you are authorized as a Travel Rep will appear in the search results. If the desired employee is not listed, follow the instructions in the "Becoming a Travel Rep" tutorial to add yourself as a Rep for that employee.

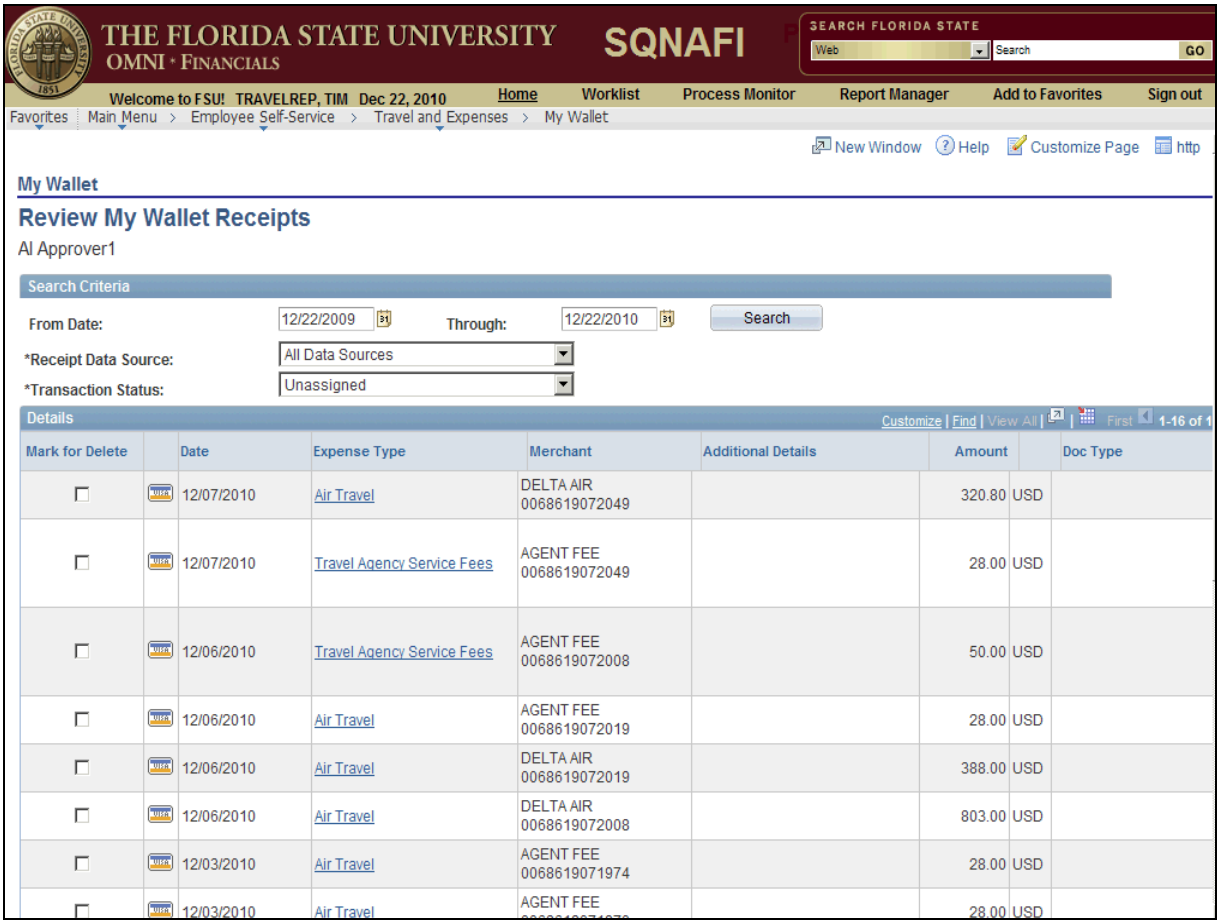


Step	Action
6.	Click on the **Expense Type link** that needs to be changed.

Step	Action
7.	Click the **Expense Type** list.



Step	Action
8.	Locate and select the appropriate **Expense Type** in the drop down menu.
9.	Click the **Save** button. Save
10.	If there are additional transactions that need to have the **Expense Type** changed, use these arrows to navigate to the previous or next transaction.
11.	You may also click the **Return to My Wallet** link to view the complete list of transactions. Return to My Wallet



Step	Action
12.	Once all necessary **Expense Types** have been changed, click the **Home** link. Home
13.	**Congratulations!** You have completed this topic. **End of Procedure.**