### Submitting P-Card Reconciliation

This process should be followed to submit all P-Card reconciliations.

Instructions for submitting personal expense reimbursement requests can be found at GMHEC.org/Support.

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Go to the Expense Report workbench and create a new Expense Report</strong></td>
<td>Navigation Path: ➢ Me → Expenses → Expense Reports</td>
</tr>
<tr>
<td><strong>1.2 Enter Purpose and add P-Card Charges</strong></td>
<td>Enter the reason for the expenses under Purpose</td>
</tr>
</tbody>
</table>

**Click + to create a new Expense Report**

**Click Add Existing to add a Purchase Card charge to the report**

*Required Field*
1.3 Add P-Card Charges

Use CTRL + Click to select all available charges and click OK

![Expense Report Interface]

1.4 Enter Details for each charge

Click on each charge. Enter details and verify account information.

![Expense Details Interface]

1.5 Finalize and submit Expense Report

Attach Receipt packet, verify you have read the expense policy, and submit.

![Expense Summary Interface]