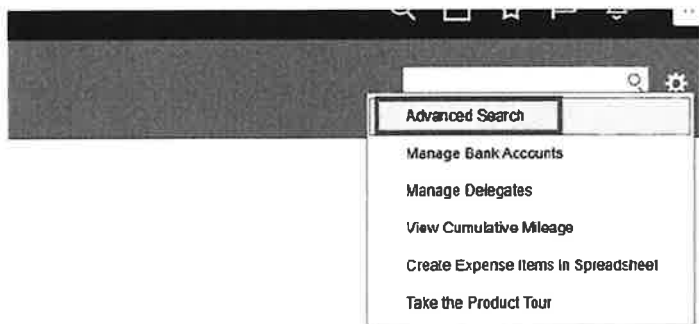


How to Access Missing Card Transactions

- If you or your delegate has left your department and transferred to another, you can still access your (their) transactions that were not placed on an Expense Report.

Go to Me -> Expenses and click on the top right hand corner gear box. Click Advanced Search.

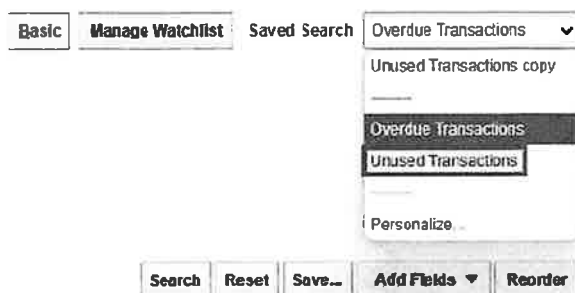
***Note: If you were a verifier for someone else's expenses, please choose their name from the drop down menu first.**



Next click on Corporate Card Transactions from the drop down on the left.



Then on the right side drop down, click on Unused Transactions to see the ones that have not been placed on a report. Then click search.



Your transactions will load below and you can highlight the ones that you need and click on Add to Report. Once you add them to a report, you are able to change the account string if needed.

Search **Corporate Card Transactions** ▾

► Search

Actions ▾ View ▾ Format ▾

Add to Report ▾

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount (USD)	Transaction Class	Merchant Name
Lodging	Out-of-State Travel	Card - XXXXXXXX	14	4/24/2025	4/30/2025	2,618.00	Business	HILTON HOTELS

Rows Selected 1 Columns Hidden 1

You are now able to create your expense report like normal and submit for approval.

Create Expense Report ⓘ

Purpose

Attachments

Start Date

End Date

Report Total

Employer Pays You 0.00 USD

Employer Pays Card Issuer (7594) 2,618.00 USD

2,618.00 USD

2 ☐ I have read and accept the corporate travel and expense policies

Expense Items (1)

Actions ▾	+	Create Item	Add Existing	Apply Pre-Set	Apply Account	Split Allocation
Date ▾	Type ▾	Amount ▾	Merchant ▾			
Itemization is required						
4/22/2025	Lodging	2,618.00 USD Card 7594	HILTON HOTELS			

Location ▾	Description ▾
TN, United States	Add description