MyExpenses is a mobile-friendly tool designed to eliminate waste and reduce the inefficiency of slow, paper-based processes. Starting this fall, it will dramatically streamline the processing of PCard purchases. MyExpenses will eliminate the need for a paper form and reduce the risk of funding-string error.

Here's how things work now:

**Cardholder makes purchase/payment on card.**

- The charge automatically appears in MyExpenses system.
- Funding strings found automatically. No manual effort!
- Charges will be reconciled and approved BEFORE they are pulled into MAP.
- Built-in funding strings will reduce the need to fix errors.
- No need to scan and email receipts; they're stored automatically.
- Eliminates the need to process some 650,000 pieces of paper, including 17,000 expense reimbursements and 175,000 annual PCard transactions a year, plus monthly PCard statements.

**Cardholder signs paper receipt and includes business purpose on receipt.**

- Cardholder or designee goes into MyExpenses and completes weekly report, attaching pictures of receipts and typing in the business purpose.

**Supervisor reviews/signs and gives back to EBO.**

- Supervisor automatically routes to EBO for approval, which can be done via email.

**EBO applies correct funding string for each transaction.**

- Charge automatically appears in MyExpenses system.
- No need to scan and email receipts; they're stored automatically.

**Cardholder reviews/signs and gives to supervisor.**

- Report electronically routes to EBO for approval.

**Cardholder gives paper receipt to EBO.**

- EBO stores paper documents for at least 5 years.

Problems:

- Procurement manually adds each separate funding segment because there's no interface with MAP.
- As many as 500 internal transfers per month have to be corrected because PCard transactions weren't reconciled in time.
- PCard receipts have to be scanned and emailed anyway because they could be subjected to an audit.
- There has to be a better way.

Now there is a better way!

- Learn more: procurement.wvu.edu/payment-services/myexpenses