



## Managing Personal Expenses on a College Credit Card

This How-To Guide covers how to manage **personal expenses** paid by **accident** on a College Credit Card. When a transaction is marked as “personal”, it will create a **Balance Owed** by the employee to the College.

*If you requested a refund from the merchant and received a credit on your College Credit Card, **do not** mark the expense as personal. Both the charge and refund should be reported in the same expense report. See the [Create Expense Report - Credit Card](#) guide for in-depth instructions on how to create an expense report for credit card transactions.*

### Start Here

#### *Indicate a personal charge on a College Credit Card*

1. **Personal** transactions should be marked when creating an expense report.
2. In the **Memo** field, indicate that this is for a personal transaction. Select the checkbox for **Personal Expense**.

Total Amount 104.94

Currency \* USD

Memo Personal transaction

Grant

Project

\*Cost Center

Travel

\*Additional Worktags

- × Functional Classification: Instruction
- × Fund: Operating

Personal Expense

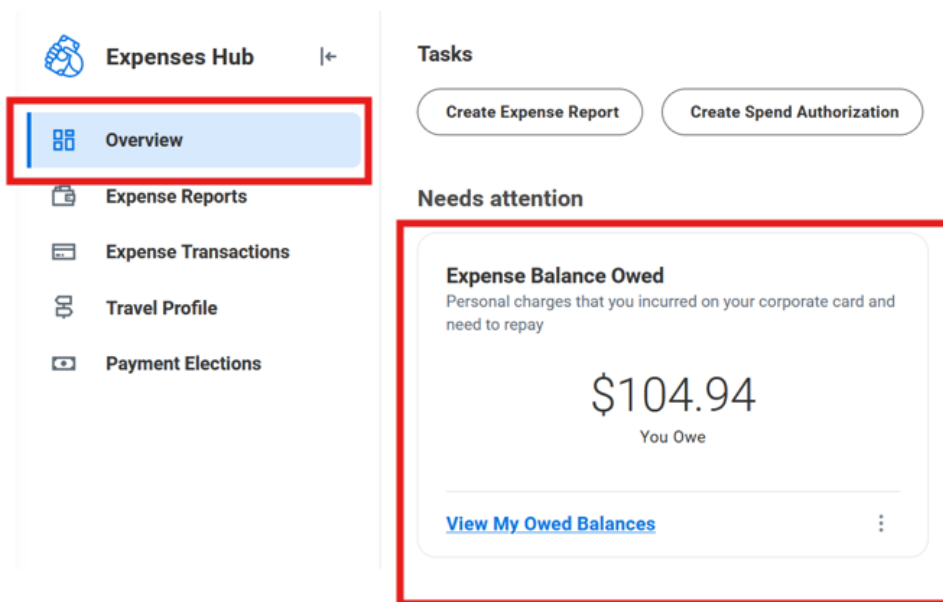
3. Complete the expense report as you typically would.



Workday will keep track of the **personal balance** at the top of the expense report once it is submitted.

Status	<b>Personal</b>	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Draft	104.94 USD	104.94 USD	0.00 USD	0.00 USD	(104.94) USD	104.94 USD

Additionally, once an expense report is fully approved, the amount will be displayed in the **Overview Tab** of your **Expenses Hub**.



Please **do NOT immediately send repayment** to the Controller's Office when you see an *Expense Balance Owed* in your Expense Hub.

Workday will recover **Expense Balances Owed** when you have submitted expense reports for **reimbursement**. The balance owed will be **deducted** from the total to be paid to you. *Workday only applies balances against Accounts Payable Expense Reports. Accounts Payable will not reduce Payroll payments.*

**Note:** If an **Expense Balance Owed** is older than a month, Accounts Payable will reach out to you directly to ask for a **return of the funds**.

**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.