CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

eTRAVEL REIMBURSEMENT
MY WALLET

University Hall 365
Phone: (818) 677-2945
Fax: (818) 677-4581

INTRODUCTION

The eTravel Reimbursement module has been designed to enhance sustainability by moving paper processes and approvals online, reduce time for reimbursement and provide notifications & online status of travel authorizations and expense claims. The eTravel service will also allow users to scan and upload receipts from their mobile devices.

This guide is designed to provide information to successfully use the eTravel Reimbursement module, including the following topics:

- Accessing My Wallet

- Adding Expenses

- Scanning Receipts

- Adding Scanned Receipts to an Expense Report

All employees with an active job record in Human Resources will have access as a **Traveler**. No application is required to request access.

WHO DO I CONTACT FOR HELP?

Create a Service Request to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-1000, option #2 – option #1.
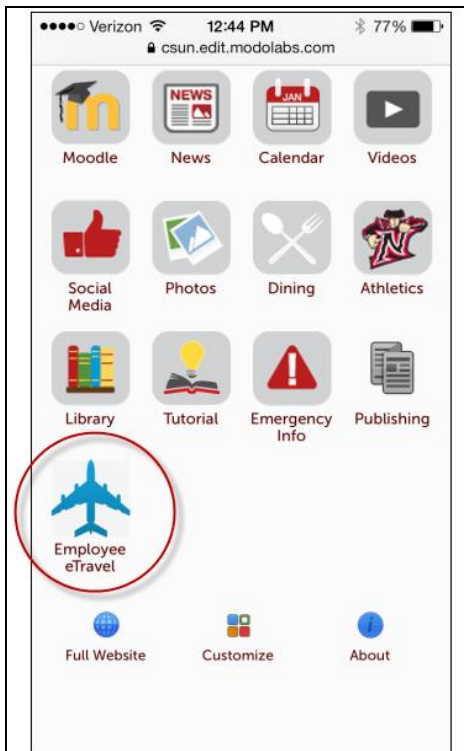
ACCESSING MY WALLET

1. **Android Users:** The official **CSUN Mobile App** can be accessed through any mobile browser at m.csun.edu.

   iOS Users: The official **CSUN Mobile App** can be downloaded through the iTunes App Store.
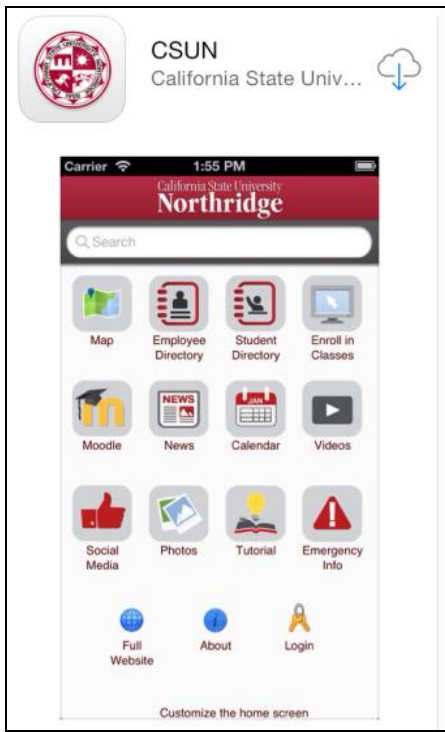
2. From the **CSUN mobile app**, select the **Employee eTravel** icon.

3. Log in using your CSUN **User ID** and **Password**.

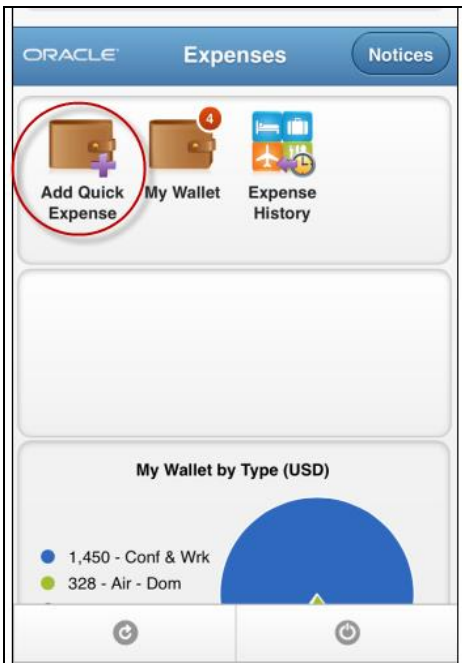## ADDING EXPENSES

The expense item information must be completed before a receipt can be uploaded.
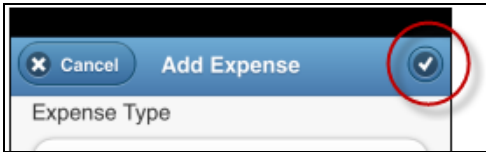
1. Select the **Add Quick Expenses** icon.

2. Fill out the mobile form for each expense item. All fields are required.

3. Once the form is complete, select the **checkmark** in the upper righthand corner.
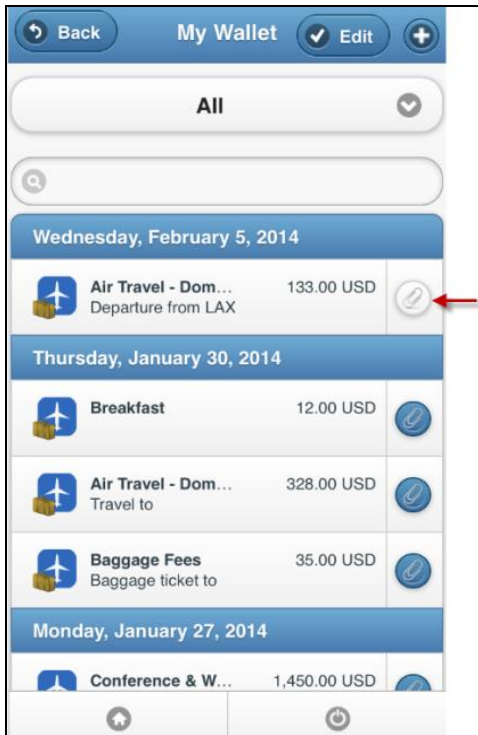

4. Select the **Back** button to return to the main **Expenses** page. Select **My Wallet** to view the added expenses.
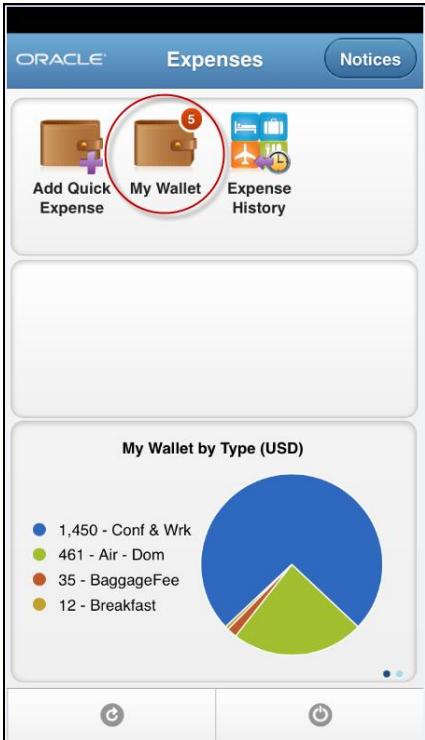
SCANNING RECEIPTS

1. To add an image of your receipt, select the **paperclip** icon next to the expense line. A **white paperclip** icon indicates that no receipts have been attached to the expense line.

2. The **Wallet Receipts** page will display. Select the **paperclip** icon on the upper righthand corner. A prompt will display allowing the traveler to select their **camera** or select an existing **image** stored on their phone. Attach as many receipts as necessary for each expense line.


3. Once the image of the receipt is uploaded, select the **Back** button to return to the **My Wallet** page.
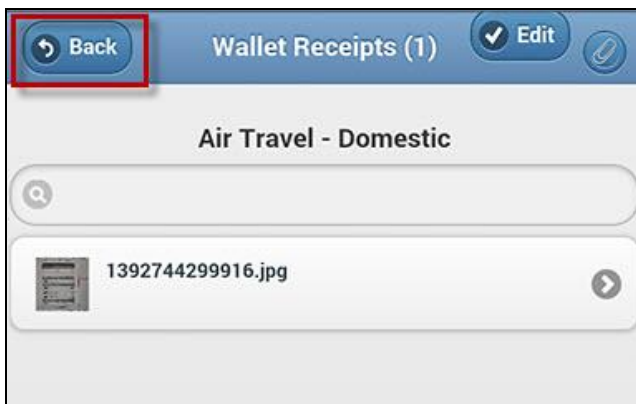
4. The **My Wallet** page will display a **blue paperclip** icon, indicating that a receipt has been attached to the expense line.

5. To delete any unwanted expense lines, select the **Edit** button on the **My Wallet** page. The same can be done for unwanted images/receipts on the **Wallet Receipts** page.
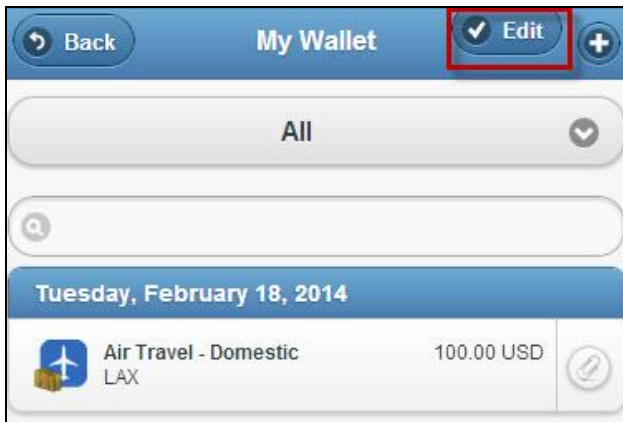
6. To Delete an expense line, select the **Checkmark**, followed by the **Delete** button. A confirmation window will display. Select **Delete**.

7. To exit the edit mode, click **Cancel** on the **My Wallet** page.

8. Select the **Back** button to return to the main screen.

ADDING SCANNED RECEIPTS TO AN EXPENSE REPORT (MY WALLET)

Receipts scanned using My Wallet can be added while creating an Expense Report. Review the **Adding Expenses from My Wallet** section of the Creating a Travel Expense Report guide for further instructions.