



WaveWorks!

Expenses User Guide

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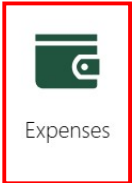
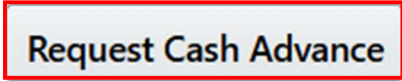
Cash Advances

A cash advance is an advance payment to an employee that covers incidental expenses while traveling or for business related activities. Cash advances may also be requested for grant-related participant payments (not allowed by every unit). Requests should be made 3-4 weeks prior to the date needed to allow time for approvals and funding. Advances should be cleared within 90 days.

Students who need to request a travel cash advance will do so through a separate process outside of WaveWorks.

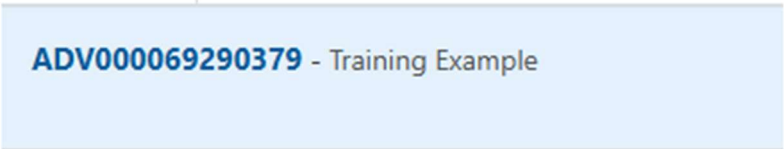
Cash Advances are cleared by completing an expense report to reconcile the activity from the cash advance.

Create a Cash Advance

Once signed into WaveWorks click on the Me tab.	
Find and click on the Expenses Tile.	
Click on the Cash Advance icon.	 The suitcase is the bottom icon and represents cash advances
Click on Request Cash Advance	 
Enter the Advance Amount.	* Advance Amount USD - US Dollar

Enter the Purpose.	* Purpose **This is why you are requesting the advance Please indicate which Project this will be reconciled to Please indicate the Study Number (if applicable)
Choose the Advance Type from the dropdown.	Advance Type Travel ▼ Travel- travel request Gift Card- request involving gift card purchases Grants- request to be reconciled with a grant Non-Grants- request to be reconciled with a non-grant project Other- other requests
Enter a Trip Start Date.	Trip Start Date mm/dd/yyyy  This is only required for travel advances
Enter a Trip End Date.	Trip End Date mm/dd/yyyy  This is only required for travel advances
Add Required Documentation by clicking the Plus Sign.	Attachment None  Attachments could include spending approval or grant documentation justifying the request
Save or Submit the request.	Save ▼ Submit Cancel If your request is not ready to submit, save it for later Only by clicking the submit button will the request be sent for approval and funding The advance will be funded to the account in an employee's HR record The advance will be reconciled after the activity is complete and within 90 days

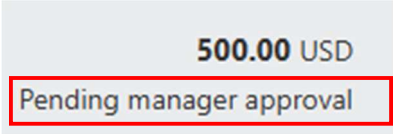
Manage a Cash Advance

From the Cash Advance Page, click on the advance to manage.	
Click on the Actions drop down to withdraw or duplicate the request.	

View the Details of a Cash Advance

From the Cash Advance Page, click on the advance view.																	
View Details	Cash Advance: ADV000069290379 <table> <tr> <td>Advance Number</td><td>ADV000069290379</td></tr> <tr> <td>Status</td><td>Pending manager approval</td></tr> <tr> <td>Purpose</td><td>Training Example</td></tr> <tr> <td>Advance Type</td><td>Travel</td></tr> <tr> <td>Advance Amount</td><td>500.00 USD</td></tr> <tr> <td>Trip Start Date</td><td>04/11/2026</td></tr> <tr> <td>Trip End Date</td><td>04/17/2026</td></tr> <tr> <td>Attachment</td><td>None</td></tr> </table>	Advance Number	ADV000069290379	Status	Pending manager approval	Purpose	Training Example	Advance Type	Travel	Advance Amount	500.00 USD	Trip Start Date	04/11/2026	Trip End Date	04/17/2026	Attachment	None
Advance Number	ADV000069290379																
Status	Pending manager approval																
Purpose	Training Example																
Advance Type	Travel																
Advance Amount	500.00 USD																
Trip Start Date	04/11/2026																
Trip End Date	04/17/2026																
Attachment	None																
Click Done to close.																	

View the Workflow for a Cash Advance

From the Cash Advance Home Screen.	 Look to the right of the cash advance line under the amount
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From the Cash Advance Details Screen.	Cash Advance: ADV000069290379 Advance Number ADV000069290379 Status Pending manager approval Purpose Training Example Advance Type Travel Advance Amount 500.00 USD Trip Start Date 04/11/2026 Trip End Date 04/17/2026 Attachment None The status line will show the current workflow step
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Return Unused Cash Advances

Sign into WaveWorks.	Me
Click on the Me tab.	
Find and click on the Expenses Tile.	Expenses
Click the Create Item button under Expense Items.	Available Expense Items Actions ▾ + Create Item
Enter the Expense Date.	* Date mm/dd/yyyy You can manually enter or use the calendar
Select the Tulane Employee Expense Template.	* Template Tulane Employee Expense Template
Select Return Unused Cash Advance as the Type.	* Type Return Unused Cash Advance ▾ Selecting this will load all required fields for this expense type

Enter Unused Portion of the Advance.	* Amount USD
Enter the Description of the Expense.	* Description Give as much detail as possible for approvers
Enter Return Unused Cash Advance as the Merchant.	* Merchant Name Return Unused Cash Advance
Itemize the Expense Item.	* Itemization + ▼ * Type Return Unused Cash
Click on the Blue Box next to the Account line.	Account 139210.100.12156.670.00000.0000.GI
Enter 00000000 into the Alias Box.	Alias 00000000-BALANCE SHEET ▼ There are 8 0's in this number
Enter 000000 in the Cost Center Box.	Cost Center 000000 ▼ FIN Balance Sheet There are 6 0's in this number
Enter 12156 in the Natural Account Box.	Natural Account 12156 ▼ Accounts Receivable - Cash/Travel Advance Return
Click Ok.	Search Reset OK Cancel
DO NOT ENTER A PROJECT NUMBER.	Project Number DO NOT ENTER A PROJECT NUMBER.

Save and Close or Add to a Report.	Add to Report ▼ Create Another Save and Close ▼ Cancel
Apply the Cash Advance upon submitting the report.	Apply Cash Advances Amount Reimbursable to You20.00 USD Cash Advance Selected0.00 USD ☐ ADV000045163565 Refund Due 3/20/2025 800.00 USD available ☐ Don't apply a cash advance Apply and Submit Cancel

Expense Reports

Create and submit expense reports for T&E purchases and/or reimbursements for out-of-pocket expenses. P-card purchases will be available for reconciliation throughout the month and submittal after the 26th of each month.

This is for faculty and staff only. Students should speak to their funding department about reimbursement.

Note: **Corporate Card** (T&E) transactions will automatically import and be found under available expense items for placement onto a report.

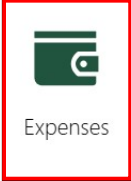
Purchasing Card (P-Card) transactions will automatically be placed into a monthly report for itemization, receipt attachment and submittal. **Reports should not be submitted before the 26th of each month nor should the report purpose be changed.**

Create an Expense Report

Create the Expense Report

Reports can be created for the month, per event or per trip.

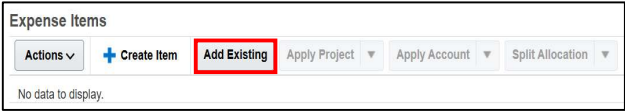
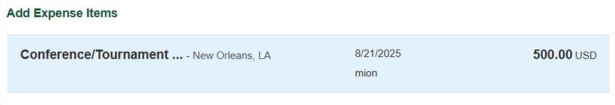
Sign into WaveWorks.	
Click on the Me tab.	Me

Find and click on the Expenses Tile.	 Expenses										
Click on Expenses.	 The wallet is the top icon and represents expenses										
Click on Create Report.	 Create Report										
Enter the Purpose.	* Purpose This is the report title and must start with FYxx P-Card report purposes will automatically populate and should NOT be changed from the assigned format										
Attach Report Level Attachments.	Attachments None  This is NOT for receipts. Attach conference agendas, proof of attendance, travel itemization forms, 45- day late form, funds authorization, etc										
Enter the trip, event or month end date.	Trip/Event/Month End Date mm/dd/yyyy  Manually enter or use the calendar icon. This date that will start your 45-day window for submission										
Choose a Business Purpose from the drop down.	Business Purpose <table border="1"> <tbody> <tr> <td>Athletic Team Travel</td> <td>Athletic Team Travel</td> </tr> <tr> <td>Clinical</td> <td>Clinical</td> </tr> <tr> <td>Conference Travel - Academic</td> <td>Conference Travel - Academic</td> </tr> <tr> <td>Conference Travel - Administration</td> <td>Conference Travel - Administration</td> </tr> <tr> <td>Conference Travel - Research</td> <td>Conference Travel - Research</td> </tr> </tbody> </table> This is a required field.	Athletic Team Travel	Athletic Team Travel	Clinical	Clinical	Conference Travel - Academic	Conference Travel - Academic	Conference Travel - Administration	Conference Travel - Administration	Conference Travel - Research	Conference Travel - Research
Athletic Team Travel	Athletic Team Travel										
Clinical	Clinical										
Conference Travel - Academic	Conference Travel - Academic										
Conference Travel - Administration	Conference Travel - Administration										
Conference Travel - Research	Conference Travel - Research										

Choose Yes, if travel has been booked outside of Concur or World Travel.	* Does report have travel booked outside of Tulane Travel Program? NO ▼ Choose Yes even if a conference hotel or airbnb was booked Choose Yes even if a pre-approved policy exception was obtained (attach to the report)
Explain the possible policy violation.	* Explain the reason for possible policy violation
Click Save.	Save ▼ Submit Cancel

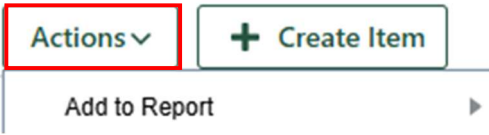
Add Existing Expenses from within the Report

Add T&E charges to the appropriate reports. P-Card charges will create their own report for itemization. The P-Card report should not be submitted until after the 26th of the month.

From the report, Click the Add Existing button under expense items.	
Choose the appropriate expense(s) from the popup box.	 Click shift to choose more than one expense.
Click Apply.	Apply OK Cancel
Click Ok.	Apply OK Cancel Your items are now attached to your report.
Click Save.	Save ▼ Submit Cancel

Add Existing Expenses Outside of the Report

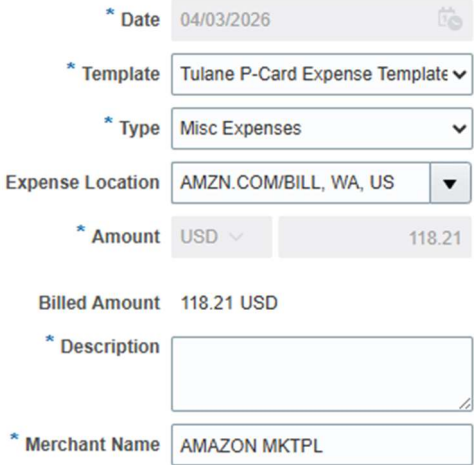
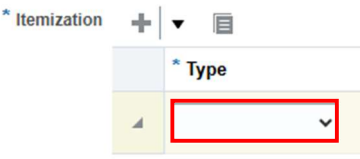
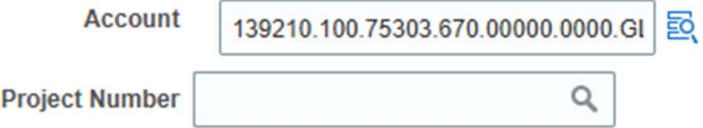
Add T&E charges to the appropriate reports. P-Card charges will create their own report for itemization.

From the Expenses home page, click on the boxes of the expenses to add to a report.	 03/28/2026 Conference/Tournament Re ▾ 1 itemization
Click Actions.	
Click Add to Report.	
Choose the Appropriate Report.	EXP000069290381 03/28/2026 FY26 Test
Click Save.	 Submit Cancel

Reconciling Expenses

Every expense must be reconciled with the expenditure type, description, merchant, itemization, and receipt.

Click on the expense date to reconcile.	 03/28/2026 Conference/Tournament Re ▾ 1 itemization
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Verify that all imported fields are correct.	 Expenditure Type is the new term for natural account The date cannot be updated
Update the Type.	 **TIP** The default will be Misc Update before making other edits
Enter the item Description.	 Description is a required field and should have detail for the specific expense item
Itemize the expense. Click on the drop down to choose type.	 Itemize is the new term for allocation Only one option will be found in the drop down based on the expenditure type chosen above
Complete the accounting fields.	 See detailed instructions for using a GL, Non-Sponsored and Sponsored Project

Enter the amount being charged to the project.	* Amount (USD) 0.00+ Each project being charged must have it's own line- see splitting itemizations for more information
Add the receipt for this item.	Attachments  Drag files here or click to add attachment ▾ Receipts are required for all transactions except travel agent fees, international transaction fees, and taxis under \$75 (Uber and Lyft require receipts)
Save the expense item.	Save and Close ▾ Save Save and close the item or use the arrow to just save

Itemize Expenses using a GL Project

Use the Account field to charge to a project beginning with a GL prefix.	Account 139210.100.75303.670.00000.0000.GI  Project Number  Only use the account field for accounts that begin with the GL prefix If using the account field, do not use the project number field- to split an allocation 2 or more accounting lines are required
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Hover over the blue icon next to the account field to see employee expense default.

Segment	Value	Description
Cost Center	139210	Project Management and Strategic Consulting
Fund	100	Unrestricted Operations
Natural Account	75301	Travel-Domestic
Classification	670	Institutional Support
Cost Center Program	00000	Undefined Cost Center Program
University Activity	0000	Undefined University Activity
Project	GL221248	PROJECT MANAGEMENT OPERATING
Future Use 1	000000	Undefined Future Use 1
Future Use 2	0000	Undefined Future Use 2
InterFund	000	Undefined Interfund

Account 139210.100.75301.670.00000.0000.GL

If the expense default is the correct project, add the amount, attach the receipt and save

To change the GL Project, click on the blue icon.

If the GL project is known, enter in the alias box.

Account

Hide Segments

Alias

Cost Center 139210 Project Management and Strategic Consulting

Fund 100 Unrestricted Operations

Natural Account 75301 Professional Development/Conference Registration-Domestic

Classification 670 Institutional Support

Cost Center Program 00000 Undefined Cost Center Program

University Activity 0000 Undefined University Activity

Project GL221248 PROJECT MANAGEMENT OPERATING

Future Use 1 000000 Undefined Future Use 1

Future Use 2 0000 Undefined Future Use 2

Interfund 000 Undefined Interfund

Search Reset OK Cancel

****TIP**** Use the format GLxxxxxx% and hit the enter key

To use a deposit or clearing account, search for the GL000000 account for your Cost Center (example GL000000-Student Depos)

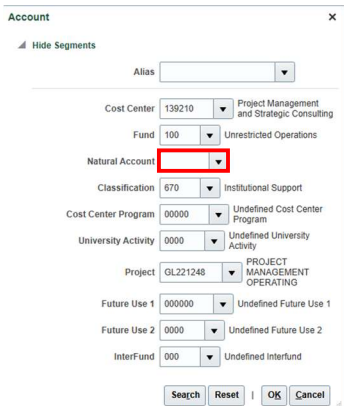
To search for an Alias, click the drop-down arrow on the alias field.

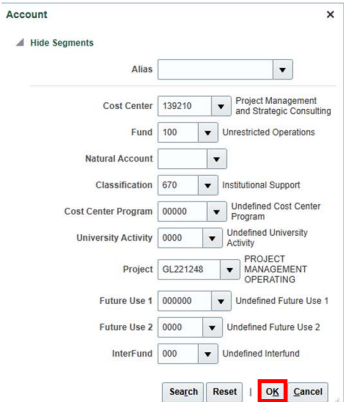
Click the blue search button.

Drag files here or click to add attachment

CP400002-CP COO TE...	700000.170.680.00000.0000	CP400002.000000.0...	CP400002-CP COO TEST 032...
CP123456-CP Library T...	700000.170.680.00000.0000	CP123456.000000.0...	CP123456-CP Library TEST 03...
RG100001-WaveWorks ...	432201.420.670.00000.0000	RG100001.000000.0...	RG100001-WaveWorks ERP C...
DR100001-WaveWorks ...	423201.141.614.00000.0000	DR100001.000000.0...	DR100001-WaveWorks Resear...
EU100001-F. Vickers En...	131220.121.610.00000.0000	EU100001.000000.0...	EU100001-F. Vickers Endowment
FL100001-Emerging Ca...	364900.130.630.00000.0000	FL100001.000000.0...	FL100001-Emerging Cardio Proj 1
GLPAYSUS	131210.100.670.00000.0000	GLPAYSUS.000000.0...	GLPAYSUS
CP100001-ERP Wavew...	700000.170.680.00000.0000	CP100001.000000.0...	CP100001-ERP Waveworks Co...
FC100002-Role of Mate...	449100.130.630.00000.0000	FC100002.000000.0...	FC100002-Role of Maternal- Fe...
JO100003-WaveWorks ...	384310.170.680.00000.0000	JO100003.000000.0...	JO100003-WaveWorks Job Ord...

Search

Search in the Alias field. Click Search.	 **TIP** Enter capital GL and the known numbers with a % at the end to search If searching with a partial set of numbers use a % at the beginning and end of the search This will search for non GL projects but do not use this field for any project prefix
Re-enter the natural account.	 **TIP** The natural account can be found on the original string- move the Alias box over to see it. It is the 3rd set of numbers Account 139210.10075303.670.00000.0000.GI **TIP** Erase any spaces before entering the correct natural account

Click Ok.	 DO NOT update the Cost Center, Fund, Classification, Future or Interfund Fields. Add the amount, receipt and save
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Itemize Expenses using a Non-Sponsored or Sponsored Project

If an employee is charging a Non-Sponsored or Sponsored Project outside of their cost center, the report will still route to their Cost Center Manager for approval.

The employee should add information to the description field of the expense to indicate this so their Cost Center Manager can just approve and move the report to the appropriate task manager for approval.

Use the Project number field to charge to a project.	Account 139210.100.75303.670.00000.0000.GI  Project Number  This field is for accounts with prefixes not GL Do not use the Account field if the expense item is being charged to a project with a prefix other than GL **TIP** DO NOT erase the account field when using the project number field
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Enter the project number in the Project Number field. Non-Sponsored Project	Account 139210.100.75303.670.00000.0000.GL Project Number RG460207 Task Number T01 Expenditure Organization WWI Project Dept 2 The task number will populate for a Non-Sponsored Project if you press the enter key or click on the white space of the screen Do not remove or change the account line
Enter the Expenditure Organization.	Expenditure Organization There should only be one choice in the drop down
Enter the project number in the Project Number field. Sponsored Project	* Merchant Name Account 139210.100.75303.670.00000.0000.GL Project Number FC561989 Task Number T01 Expenditure Organization WWI Project Dept 8 * Contract Number 561989K1 * Funding Source University of North Carolina, Ch... Project_CCValue Corporate Card Program ExpenseType_Account The task number, Expenditure Organization, Award Number and Funding Source will populate for a Sponsored Project if you press the enter key or click on the white space of the screen Do not remove or change the account line
Search for a Project with the magnifying glass.	Account 139210.100.75303.670.00000.0000.GL Project Number
Enter the Value or Description. Click Search.	Search Match ☒ All ☐ Any ** Value ** Description Search Reset Value Description No rows to display OK Cancel Value is the prefix and numbers of the project Description is the name of the project **TIP** Click Advanced and search with contains

Highlight the project.	<table border="1"> <thead> <tr> <th>Value</th><th>Description</th></tr> </thead> <tbody> <tr> <td>RG460207</td><td>RG Restricted Gift Non Sponsored Pr...</td></tr> </tbody> </table>	Value	Description	RG460207	RG Restricted Gift Non Sponsored Pr...
Value	Description				
RG460207	RG Restricted Gift Non Sponsored Pr...				
Click OK.	OK Cancel				

How to add a Cost Center Program with a GL Project

Click on the account field.	Account 139210.100.75303.670.00000.0000.GI Project Number This is only for projects with a GL prefix
Enter the Cost Center Program.	Cost Center Program 00000 Undefined Cost Center Program DO NOT update the Cost Center, Fund, Classification, Future or Interfund Fields.
Search by using the Down Arrow and the Search button.	Cost Center Program 00000 Undefined Cost Center Program University Activity 00000 Undefined Cost Center Program Project 60040 Reily Recreation Facility Study Future Use 1 00000 Undefined Cost Center Program Future Use 2 00161 TUMG . Tidewater . Behavioral Health ... InterFund 00402 Design Bidding/Negotiations 00492 TUMG . Mid-City . Epic Specialty Psyc... 00669 TUMG . Northshore . Dermatology & ... 00830 TUMG . Murphy . Behavioral Health Cl... 00832 TUMG . Ruth Fertel . Total Health Clinic Search...

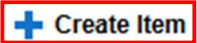
How to add a Cost Center Program with a Non-Sponsored or Sponsored Project

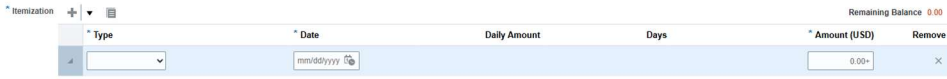
Add the Project in the Project Number field.	Account 139210.100.75303.670.00000.0000.GI Project Number RG460207 Task Number T01 Expenditure Organization WWI Project Dept 2
Click the Task Number Dropdown.	**TIP** If a Cost Center Program was not previously used on a project, it will not be an option **TIP** To request access to a Cost Center Program, complete the Service Now request

Chose the correct Cost Center Program.	Task Number		ExpenseType_Account
	re Organization		
	81010	Bernick Faculty Grants	
	T01	Default Task	
		Search...	

Create Out of Pocket/Cash Expenses

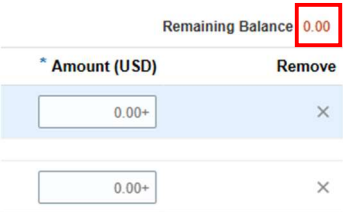
Out of Pocket/Cash Expenses are those not paid by T&E or P-Card. As a reminder, if an employee has a T&E card they should be using that card for the appropriate purchases.

Click the Create Item button under Expense Items.	
Enter the Expense Date.	* Date mm/dd/yyyy  You can manually enter or use the calendar
Select the Template.	* Template This should always be the Expense Template for out-of-pocket expenses
Select the Type.	* Type This is the natural account Selecting this will load all required fields for this expense type
Enter the Amount of the Expense.	* Amount USD
Enter the Description of the Expense.	* Description Give as much detail as possible for approvers

Enter the Merchant Name.	* Merchant Name Save your expense to save this information in the itemization
Complete the Itemization.	 See Reconciling Expenses for more information Attach the receipt and save

Spilt an Itemization between 2 or more Projects

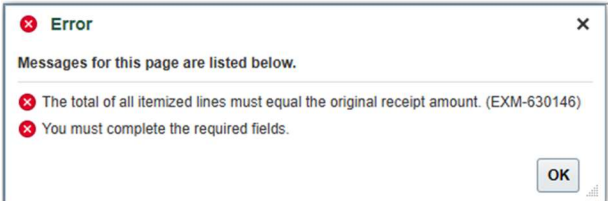
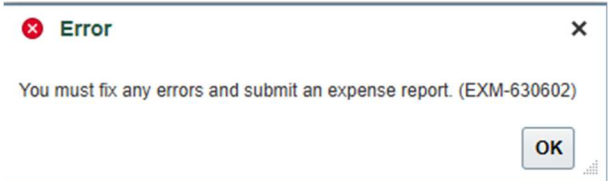
Each project being charged must have its own line for the charges to be accounted correctly.

Enter the first project's information.	Account 139210.100.75303.670.00000.0000.GI  Project Number   See detailed instructions for using a GL, Non-Sponsored and Sponsored Project
Click the Plus Sign.	* Itemization 
Enter the next project's information.	Account 139210.100.75303.670.00000.0000.GI  Project Number   See detailed instructions for using a GL, Non-Sponsored and Sponsored Project
Add the amount to charge each project.	 The remaining balance must be \$0.00

Correcting Errors

Error notifications will appear in many places on the report and give the specific error to correct.

	 Missing required fields, Itemization out of balance
--	--

	Show Errors ?
	
	

Submit a Report

Once all T&E expenses are added to a report, they are ready to be submitted. P-Card reports should not be submitted until after the 26th of the second month listed in the purpose (example 26May2026_25Jun2026 should not be submitted until June 26, 2026).

Click the policy box.	 I have read and accept the corporate travel and expense policies. You will be unable to submit until you attest to following Tulane policies. **TIP** If you need to read the policy, click on the blue hyperlink to be taken to the policy.
Click Submit.	 If you are not ready to submit, save for later.

Add Attendees to an Expense

Attendees are required for certain Types such as meals, entertainment, etc. If the chosen Type requires attendees those fields will appear on the itemization line.

Attendee lists may be added either to the report header (if the report is for one event) or to the expense item (if there are multiple expenses with different attendees). Please indicate that the list is attached in the description box. One attendee is required on the expense item.

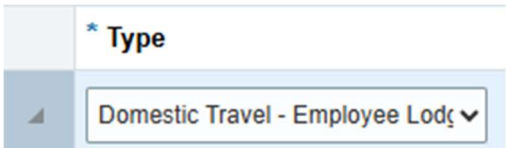
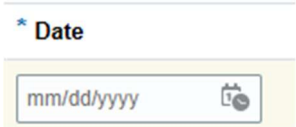
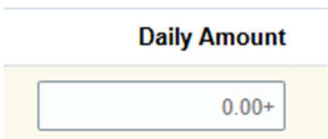
Click Manage Attendees	Attendees 1 others Manage Attendees **TIP** This will only appear if a date is chosen in the itemization
Click the plus sign to add Tulane Employee Attendees.	Employee Attendees +
Click on the box next to the attendee's name.	Direct Reports Search ☐ Name Email Direct reports will be listed or Tulane employees can be found under the search **TIP** Search is by first name. To search by last name filter to advanced and contains Advanced ** Name Contains smith
Click the star to add the attendee to favorites.	☆
Click the plus sign to create a Non-Tulane Attendee.	Nonemployee Attendees + Find Attendees For previously created non-Tulane attendees, search under Find Attendees
Add the attendee first and last name. Click OK.	Create Nonemployee Last Name First Name Registry ID 70005 Phone 1 Fax 1 Email URL Customer Country United States Address Line 1 Address Line 2 City State Postal Code County OK Cancel

Check the Divide Amount Equally box. Click OK.	 To manually divide the expense use the boxes for each attendee
--	--

Lodging Itemization

Lodging paid on a T&E card will have the charge automatically import to WaveWorks. Reimbursement of lodging should be done as an out-of-pocket expense.

Lodging no longer needs to be itemized by day and by category (i.e. taxes vs room rate).

To itemize, choose the lodging option.	
Enter the date of the transaction.	
Enter the Amount to be charged.	
Enter the number of Days of the stay.	
The Daily Amount will calculate.	

Choose
Itemization
Penny
Adjustment if
applicable.

* Type

Itemization Penny Adjustment ▼

This step may not be necessary
This item should have it's own line, allocation and amount

Per Diem

Per Diem is an employee only option and allows the employee to be reimbursed at a set rate depending on location. Complete the per diem or travel itemization form and attach this plus a screenshot from either GSA (domestic rates) or the State Department (international rates) as your receipt.

Students and Business guests requiring per diem should be reimbursed through the Candex punchout in procurement.

Select the Date.	* Date 03/13/2026  This should be the last date of the trip										
Select the Template.	* Template Tulane Employee Expense Temp ▼ This should be the expense template										
Choose the Expenditure Type.	* Type Domestic Travel - Employee Fixe ▼  The form, GSA, and State Department are linked in the question mark										
Enter the Amount.	* Amount USD ▼ This is the total for the entire trip										
Enter the Description.	* Description										
Enter the Merchant Name.	* Merchant Name This can be entered as per diem										
Itemize the expense.	Itemization    <table border="1"> <thead> <tr> <th>Type</th> <th>Date</th> <th>Days</th> <th>Amount (USD)</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Foreign Travel - E ▼</td> <td>03/13/2026 </td> <td>1</td> <td>0.00</td> <td></td> </tr> </tbody> </table> Remaining Balance 500.00 Enter the full amount and 1 day	Type	Date	Days	Amount (USD)	Remove	Foreign Travel - E ▼	03/13/2026 	1	0.00	
Type	Date	Days	Amount (USD)	Remove							
Foreign Travel - E ▼	03/13/2026 	1	0.00								

Add attachments.	Attachments  Drag files here or click to add attachment The travel form and screenshot of the GSA or State Department site is required
------------------	--

Mileage

Mileage is only for employees. Business guests and students requiring mileage should be reimbursed through the Candex punchout in procurement.

Local mileage is anywhere in Louisiana and Mississippi. Mileage outside Louisiana and Mississippi requires a flight comparison and the lesser amount will be reimbursed. You do not need to attach a receipt if using the map function in WaveWorks.

Enter the Start Date.	* Start Date 03/13/2026 
Select the Template.	* Template Tulane Employee Expense Temp ▼ This should always be the Expense Template
Select the Type.	* Type Local Mileage ▼ Can be Domestic Travel- Employee Mileage, Local Mileage, or Athletics Mileage (only for Athletics use)
Add a Description.	* Description
Click Use Map.	Use Map Do not manually add in a starting location and destination
Enter the addresses for the round trip. Click Apply.	Calculate Mileage * A * B  0 Miles Trip Distance Apply Cancel Each round trip should be its own expense item

The Distance will calculate.	* Trip Distance 0 Miles
Calculate the reimbursed amount.	Reimbursable Amount 0.00 USD Calculate
Itemize the expense.	Account 139210.100.75301.670.60040.0000.GI Project Number See detailed instructions for using a GL, Non-Sponsored and Sponsored Project
Attach a screenshot of the map with the calculation as a receipt.	* Start Date 05/18/2025 * Template Tulane Employee Expense Template * Type Local Mileage End Date 05/18/2025 Reimbursable Amount 2.32 USD Calculate * Description Use Map * Starting Location 6400 Freret St New Orleans Louisiana US * Destination 1555 Poydras St New Orleans Louisiana US Calculate Mileage * A 6400 Freret St New Orleans Louisiana U * B 1555 Poydras St New Orleans Louisiana * C 3.2 Miles Trip Distance

Foreign Currency

For cash transactions/out-of-pocket expenses purchased in a currency other USD, please update the currency amount on that transaction. T&E charges will automatically convert in WaveWorks to USD once the transaction is added to a report.

* Amount

EUR

* Amount

USD

* Conversion Rate

0.853981593302258

Reimbursable Amount

0.00 USD

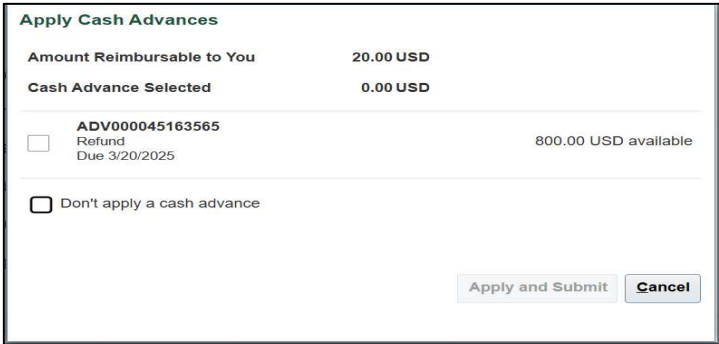
Charging a Project outside of the home Cost Center

If an employee is charging a Non-Sponsored or Sponsored Project outside of their cost center, the report will still route to their Cost Center Manager for approval.

The employee should add information to the description field of the expense to indicate this so their Cost Center Manager can just approve and move the report to the appropriate task manager for approval.

Apply a Cash Advance to a Report

If an approved cash advance is available, you will be prompted to attach it upon submitting a report.

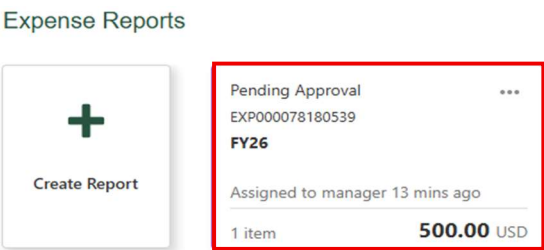
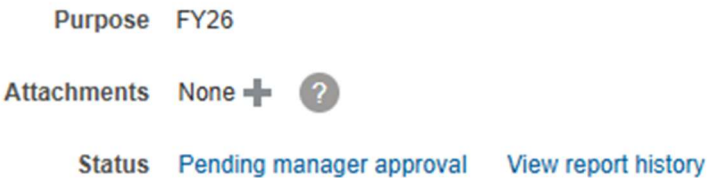
Click the box next to the advance to attach or the don't apply box. Click apply and submit.	
---	--

Personal Expenses/Accidental charges

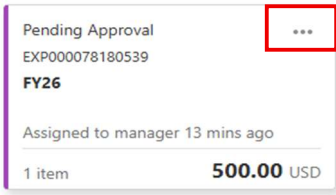
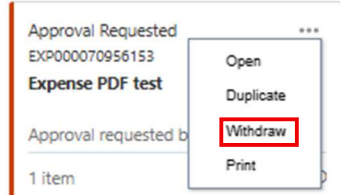
If an employee has mistakenly charged their T&E or P-card take the following steps to reimburse Tulane.

- The employee writes a check made to Tulane University.
- Deposit the funds into the appropriate project (typically an operational account).
- Allocate the expense to the same project.
- Attach the expense receipt and the completed deposit from the Bursar's office to the expense item.
- Submit the report.

Check a Report's Workflow

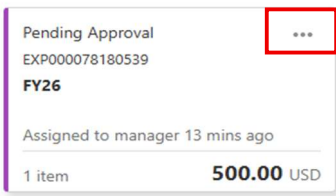
Click on the Report.	 The current workflow step is shown here
Click on pending manager approval.	 The entire workflow is seen in this step The report history will show the entire report history

Withdraw a Submitted Report

Click on the three dots.	
Click Withdraw.	
Click Yes.	

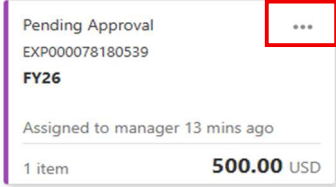
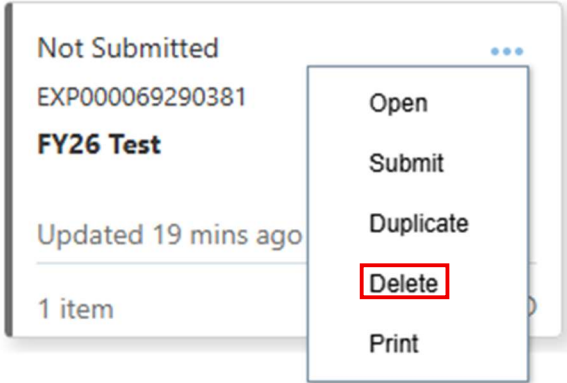
Duplicate a Report

Copying reports saves time in creating the same expense items frequently. Once a duplicate is created, editing, adding, or removal of items is allowed.

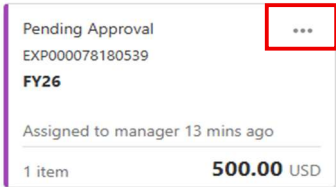
Click on the three dots.	
Click Duplicate.	
A copy will open. Make all necessary changes.	* Purpose Copy of FY26 Delete all duplicate charges
Click Submit.	Save Submit Cancel If you are not ready to submit, save for later.

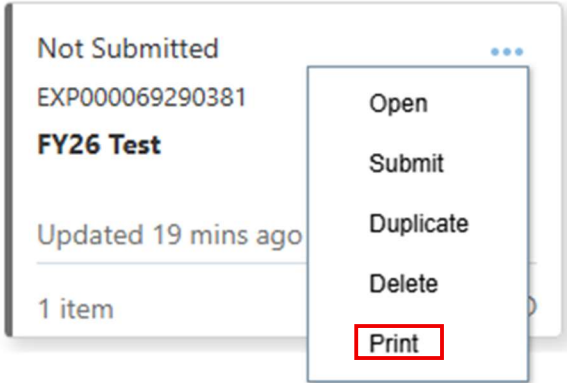
Delete a Report

Only reports that have not been submitted may be deleted. If a report has been submitted, it must be withdrawn first to be deleted.

Click on the three dots.	
Click Delete.	
Click Yes.	

Print a Report

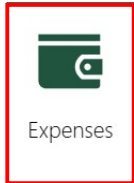
Click on the three dots.	
--------------------------	--

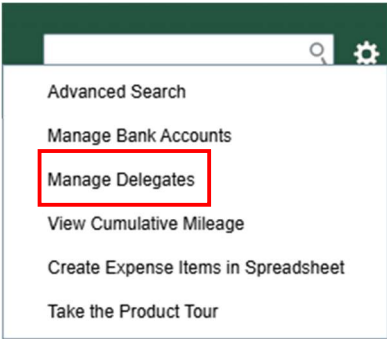
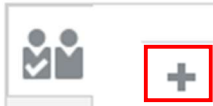
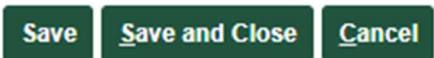
Click Print.	 A pdf will download
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Delegates

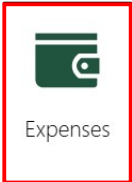
Delegates are allowed to create and submit cash advances and reports on an employee's behalf. The travel team will be assigned as every employee's delegate, this is correct and should not be changed.

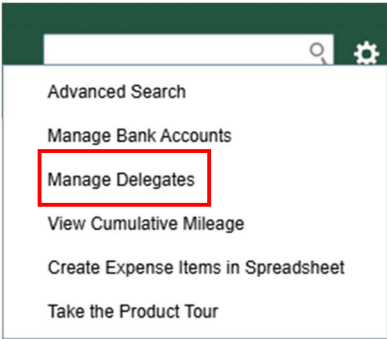
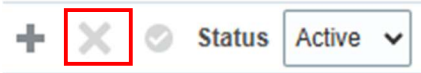
Create a Delegate

Once signed into WaveWorks click on the Me tab.	 The tabs are in the bar under your name.
Find and click on the Expenses Tile.	
Click on the Gear.	 The gear is in the upper right hand corner

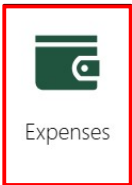
Click Manage Delegates.	
Click on the plus sign.	 All of your current delegates will be listed here
Search for the employee to be your delegate.	 This search is first last name Click on their name when found
Click Save.	 Click Save to add more delegates Click Save and Close to return to the Expenses homepage

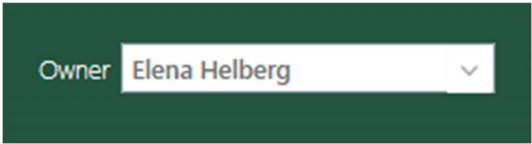
Manage a Delegate

Once signed into WaveWorks click on the Me tab.	 The tabs are in the bar under your name.
Find and click on the Expenses Tile.	
Click on the Gear.	 The gear is in the upper right hand corner

Click Manage Delegates.	
Click on the plus sign.	 All of your current delegates will be listed here
Highlight the Delegate to manage.	
Click the X.	
Click Yes.	Warning If you remove this person, the delegate can no longer manage expense reports for you. Do you want to continue? Yes No
Click Save.	Save Save and Close Cancel Click Save to manage more delegates Click Save and Close to return to the Expenses homepage

Act as a Delegate

Once signed into WaveWorks click on the Me tab.	 The tabs are in the bar under your name.
Find and click on the Expenses Tile.	

Click on Owner Drop Down.	
Choose who to work as.	 Complete reports as normal once acting as a delegate

How to Activate and Inactivate Bank Accounts for Expense Reimbursements

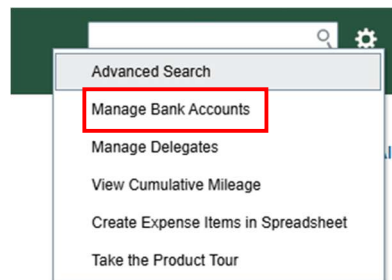
Employees using the Expenses Module may add a specific bank account for expense reimbursements.

From the Me tab,
click on
Expenses.



Expenses

Click the gear
wheel and
choose Manage
Bank Accounts.



The Gear wheel is in the upper right corner

Verify the
Account and
Routing Numbers
on the Primary
Account.

Manage Bank Accounts



To Add a New Bank Account, click the Plus Sign.

Manage Bank Accounts

Primary

JPMORGAN CHASE BANK, NA Account Number

Routing #

JPMORGAN CHASE BANK, NA, United States

Routing Transit Number

Routing Number

Enter the appropriate banking information.

Click Save and Close.

Create Bank Account

CountryUnited States

Account Number123456789

Account TypeChecking

Check Digit

Account HolderMichelle Illidge

Secondary Account Reference

Search using Routing Number

Routing Number011000138

BankBANK OF AMERICA

Bank Branch011000138-BANK OF AMERICA

BIC Code

Save and Close

Cancel

Highlight the Account to be used for Expense Reimbursement.

BANK OF AMERICA 123456789

011000138-BANK OF AMERICA, United States

Routing Transit Number 011000138

Checking

Valid 06/21/2026

Click Primary.

Primary

Verify that the check mark is on the proper bank.

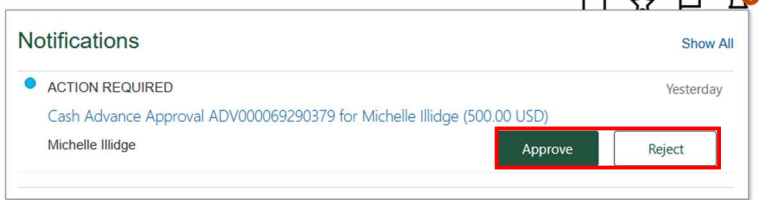
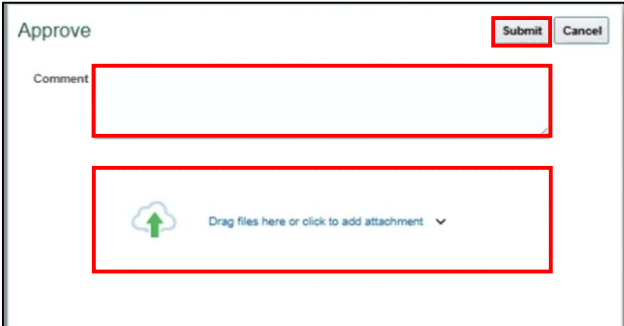
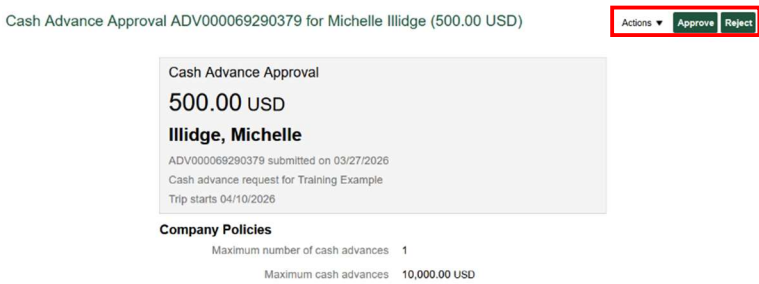
BANK OF AMERICA 123456789

011000138-BANK OF AMERICA, United States

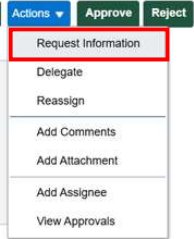
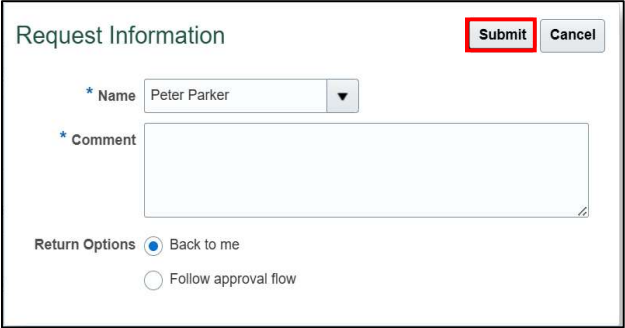
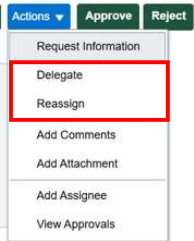
Routing Transit Number 011000138

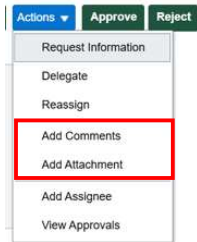
Approvals

Approvers will receive email notifications of pending approvals.

Once signed into WaveWorks click on the Bell Icon.	
Approve or Reject from the list.	
Add any comments or attachments. Click Submit.	
Click on Approval to see more detail.	
Click on Actions, Approve or Reject.	
Click Show All to see all approvals.	

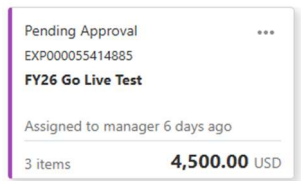
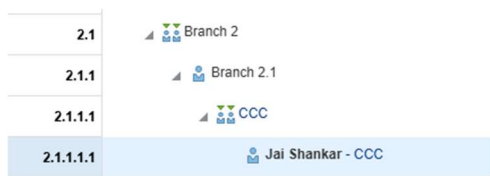
Approval Actions

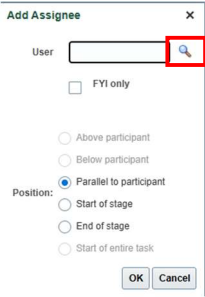
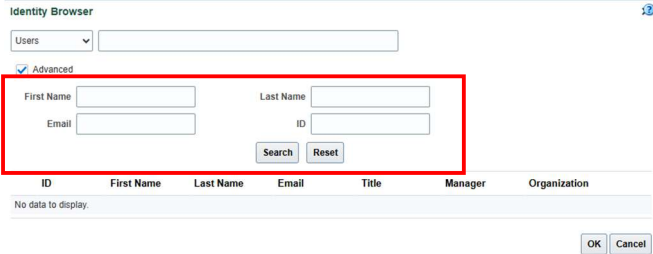
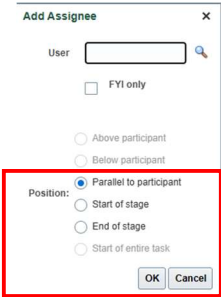
Request Information from the report owner.	
Do not change the name. Enter a Comment. Choose return Option.	 Back to me skips earlier approvers Follow approval flow starts the workflow again
Delegate or Reassign the approval.	
Choose the person to delegate or reassign. Add a comment. Click Submit.	 You can search by user name, user id or email

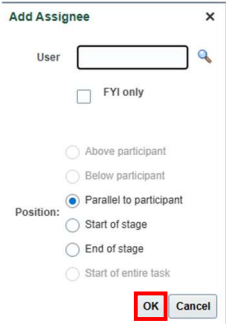
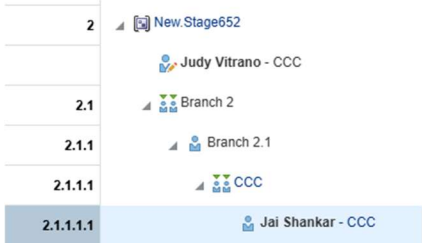
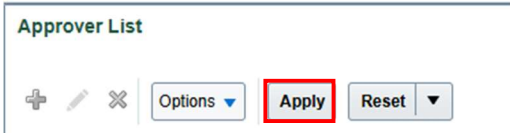
Add Comments or Attachments.	
Once added, click Save.	
Click Approve or Reject.	 Approving will move the item to the next approver

How to add an Expense Approver as a report owner

A report owner may add an ad hoc approver to their workflow.

Click on the expense report that needs the ad hoc approver.	
Click on the Pending Approval Link.	Status Pending manager approval Click on the blue hyperlink to open
Highlight the step to add an approver before.	 Only future steps may be chosen.

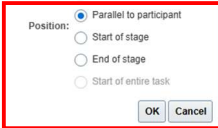
Click the Plus Sign.	Approver List    Options ▼ The plus sign shade will change when a correct step is chosen
Search for the approver using the magnifying glass.	
Search for the approver.	
Choose the approver.	
Click Ok.	
Choose the stage to add the approver.	 Parallel to participant will allow either approver in that stage to approve Start of stage will send to the added approver first End of stage will send to the added approver last

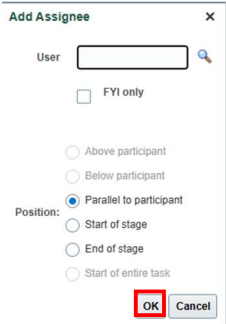
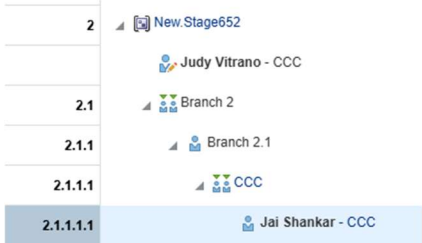
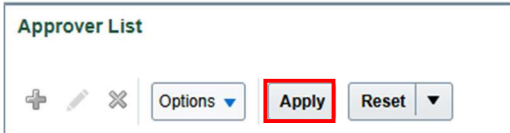
Click Ok.	
	
Click Apply.	

How an Approver adds another Expense Approver

An approver may add an ad hoc approver to the workflow.

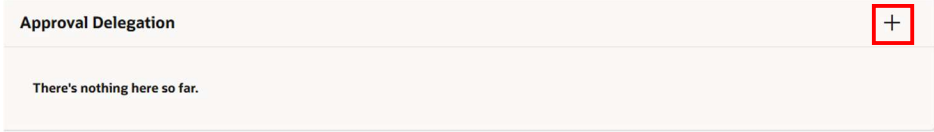
From the Approval, Click on the Actions down arrow. Click Assignee.	
Highlight the step where the approver should be added.	 Only future steps may be chosen

Click the Plus Sign.	 The plus sign shade will change when a correct step is chosen
Search for the approver using the magnifying glass.	
Search for the approver.	
Choose the approver.	
Click Ok.	
Choose the stage to add the approver.	 Parallel to participant will allow either approver in that stage to approve Start of stage will send to the added approver first End of stage will send to the added approver last

Click Ok.	 The 'Add Assignee' dialog box is shown. It includes a 'User' search field, an 'FYI only' checkbox, and radio buttons for 'Position'. The 'Parallel to participant' option is selected. The 'OK' button is highlighted with a red box.
	 A task hierarchy tree is displayed. The path 2.1.1.1.1 is selected, leading to the task 'Jai Shankar - CCC'. The task is highlighted with a blue background.
Click Apply.	 The 'Approver List' dialog box is shown. It includes a search field, a dropdown menu, and buttons for '+', 'Options', 'Apply', and 'Reset'. The 'Apply' button is highlighted with a red box.

Approval Delegation

An approval delegation may be set to accommodate employees who will be out of the office for a period of time and will allow the delegate to approve expense reports.

Click on Roles and Delegations from the Me tab.	 Roles and Delegations
Click on the Plus Sign under Approval Delegations.	 The 'Approval Delegation' screen is shown. It includes a plus sign icon in the top right corner, which is highlighted with a red box. Below the icon, it says 'There's nothing here so far.'
Add a Rule Name.	 A text input field labeled 'Rule Name' is shown.

Enter a Start Date.	Start Date 
Enter an End Date.	End Date 
Enter a Category.	Category  You should choose the Expense Approval
Choose the employee to Delegate To.	Delegate To  Search is first last name
DO NOT Click the box to allow a user to approve their own transaction.	☐ Allow this user to approve their own transaction
Click Save.	Cancel Save

Submit Requested Information

To respond to a request for information in WaveWorks, a user must submit the information from the notification bell. If you do not submit the information following these steps, the transaction will not go back to the approver and back into workflow.

Sign into WaveWorks. Click on the Bell Notification.	   
Click on the blue hyperlink for the Requested Information item.	Information Requested Approve Requisition PR108212 39 minutes ago Michelle Illidge Dismiss

Click on Actions.

Actions ▾

Click on Submit Information.

Actions ▾

Reassign

Submit Information

Add Comments

Add Attachment

Add Assignee

Add a comment.

Attach documents (if applicable).

Click Submit.

Submit Information

Submit

Cancel

Requested By Jai Shankar

Requested Information

* Comment



Drag files here or click to add attachment ▾