

Expense Report 101 for Year-End

To ensure a smooth year-end close-out, please follow these guidelines for credit card expense reporting:

Key Deadlines

- All credit card transactions dated **on or before 6/30/26** must be included on a **JUNE**-dated expense report.
- These reports must be submitted and fully approved by July 14, 2026. Due to holidays vacation and quick turnaround needed, please do this EARLY!

Important Notes

- Transactions made on 6/30 may not appear in your expense queue until around 7/3.
 - To avoid delays, **consider avoiding credit card charges in the final days of June.**
- When reconciling June transactions in July (for example on July 7th), the expense report will default to the current date.
 - **You must manually change the report date to a June date** when reconciling June charges.

Create Expense Report

Expense Report Information

Expense Report For * Employee: Becky Corey

Creation Options *
 Create New Expense Report
 Copy Previous Expense Report

Memo *

Company *

x Bowdoin College

Expense Report Date * 06/30/2025



- If your credit card purchase is for a FY27 transaction (Sept plane ticket, August Conference), please code to the **Expense Item Prepaid/Deferred Expense for Next Fiscal Year** and enter the Expense Item to be used in FY27 in the Expense Item for Next Fiscal Year field.

Expense Date * 04/19/2024

Expense Item *

Total Amount * 10.00

Currency *

Memo

Gift

Grant

Project

*Cost Center

- Select appropriate **Expense Item**.
- Enter the **Expense Item code for the next fiscal year** in the required field.
- Enter a business reason in the **Memo**, if not covered by the Header.
- Select a **Gift, Grant** or **Project** Worktag if applicable. Otherwise confirm or update **Center** (the **Functional Exp.** and **Fund** Worktags will default and require no change).
- To view or remove an **Itemization**, select EDIT.
- New or edited expenses will auto save as you add or click on another expense item.
- [Additional Detailed Instructions](#).
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Item Details

Merchant *

Expense Item for Next Fiscal Year *

Itemization

Use the button below only if your company's expense policy requires itemizations.

For July Transactions

- Any charges made on or after July 1st should be reported on a separate, **JULY-dated** expense report. OK to let the date default.