Directions to setup your profile and to record your expenses in Wells Fargo for electronic reimbursement from GLO/GSS at Lehigh.

After completing the forms for the Wells Fargo reimbursement, and sending them to your funding source, in this case, GLO/GSS, 217 West Packer Avenue, you will receive two secure emails from Wells Fargo. Please change your temporary password, enter your banking information and set up your profile.

24 hours after you set up your profile, you can begin to upload your expenses that need to be reimbursed by Graduate Life Office (GLO) or Graduate Student Senate (GSS).

Logging into Wells Fargo
- Log into the Wells Fargo Commercial Card Expense Reporting System
  - http://www.lehigh.edu/go/onecard
  - Enter the company ID, your username and your password.
  - Click Sign On
  - Click Commercial Card Expense Reporting

Identifying Your Funding Source in Wells Fargo
- On the left side, click User Information
- Click Personal Profile
- Note the card number at the top of the page
- Scroll down to the section called Embossing
- Note the Name on Line 2 is the correct funding source for this expense (i.e. GLO, department, advisor)
  - Each funding source should have a separate card number.
- If this is not the correct funding source, scroll back up to the top of the page and select a different card number from the drop down menu
- If you only see one card number and it is not the correct funding source, you will need to fill out the Wells Fargo reimbursement forms for this funding source, as well. Do not submit the receipts to the wrong funding source. It will hold up your reimbursement.

Log into the Wells Fargo system and click on Commercial Card Expense Reporting
- Click on the Out of Pocket Expenses tab.
- On the right side by the green plus sign, click on Add an Expense.
- Enter the transaction date.
- Select an appropriate Expense Category from the drop down menu.
- If using mileage reimbursement,
  - Please choose Distance/Item Count and type in your mileage, roundtrip.
  - Use the Rate/Per Diem drop down menu and choose .20000 GLO Travel Grants.
  - This will automatically calculate your mileage allotment.
- If entering other than mileage, enter the amount of the receipt on the right side.

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- Enter your description.
- Click Save.
- Repeat the above process for each expense you have for reimbursement.
- Once completed, click the Return to Out-of-pocket Expenses link (top middle of screen).
- On your Cardholder Summary page, upload a receipt for each transaction by clicking the green plus sign under receipt image. Click the radio button for Upload new receipt.
- When complete, click your Statement Reviewed button.
- This will be available to you every Saturday through Monday.
- If submitted and approved on time, you should receive your direct deposit by Thursday or Friday.

IMPORTANT and FAQs:
- GLO is the approver for electronic reimbursements for GSS Travel Grants, Graduate Club Expenses and GLO Guide expenses.
- Please note that the forms for the Wells Fargo reimbursement process must be filled out by each department that you may receive funds from (i.e. GLO/GSS Travel Grants, your department, your advisor, etc.)
- You are not opening a Wells Fargo account, you are giving Wells Fargo your banking information so they can make direct deposits into your account. (This can be any bank but you will need your routing and account number.)
- Receipts may also be attached to your statement via your Smartphone using the Wells Fargo CEO mobile app.

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