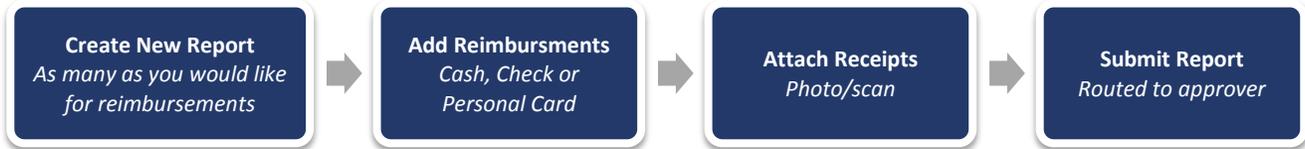


PGA TOUR Expense Management – *Out-of-Pocket Reimbursements*



Log in to ExpensAble

www.insperity.com/signin

- **Company name:** *pgatour*
- **User name:** (same as your WORKS user name)
- **Password:** *Welcome1* (You will be prompted to change this upon first login.)
Please also enter a security question, in case you ever need to recover your password.

Create a New Report

Follow these steps to create a report containing reimbursable expenses (paid with cash, check or personal credit card). You can create as many reimbursement reports as you would like during the month, depending on how quickly you want to be reimbursed.

1. On the Home screen, in the Expense Reports section, click Create a new Expense Report.
2. Name the report “Reimbursement.”
3. Click Enter. The *Expenses* tab opens. You are now ready to add expenses.

To delete an expense report, open the report, click the Summary tab, and click **Delete** this expense report.

expense reports

Create New Expense Report

Expense Report Name: Reimbursement

Expense Report Reason:

Charge to Dept:

Bill To:

Reimbursement Method: Direct Deposit

Report period shown on header:

Based on earliest and latest expense dates

From: To:

Import Credit Card Tran:

Enter

Add Your Out-of-Pocket Reimbursements

Follow these steps to add reimbursable purchases (e.g., paid with cash, check or personal card).

1. Start typing the expense code or expense name in the *Expense Type* SmartList. The list of matches will be narrowed as you type. The gray *Expense Entry* box pops up.
2. Enter the amount, date and payment method.
3. Click **Save and Close**. **Tip:** If you have more reimbursements to enter, click **Save and New** to keep the *Expense Entry* box displayed.

header expenses routing summary

Date	Expense Type	Amount	Payment Method	Description
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Select an Expense Type in the form below to add a new expense item.

New

Expense Type

Attach Your Receipts

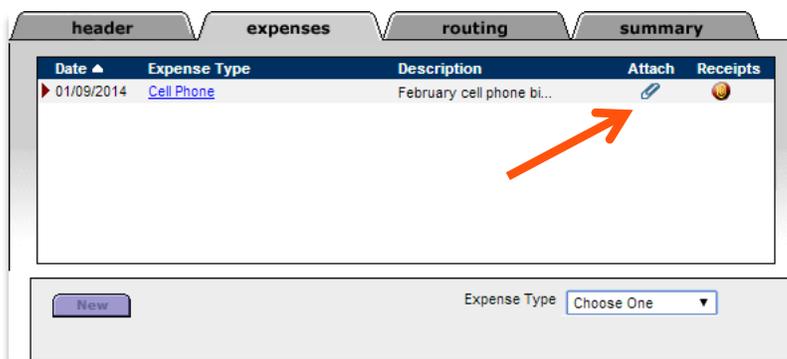
You must attach a receipt for each item in your report.

1. While in the *Expenses* tab, click the paperclip icon in the *Attach* column on the right.
2. Select the receipt from the *Available Receipts* screen and click **Attach**. You can click the image for a larger view.
 - If you photographed the receipt using the ExpensAble app on your smartphone, it is contained in the *E-Bin* tab.
 - If you scanned the receipt and have a digital file on your computer, click the **Upload Receipts** tab and browse to it.
3. Click **Attach** at the bottom right to attach the receipts to your expense.

For very long receipts, you may take up to three photos of the receipt and attach all three to the single expense.

To view receipts you've attached, hover your cursor over the red paperclip icon, or click on the icon to open a separate window.

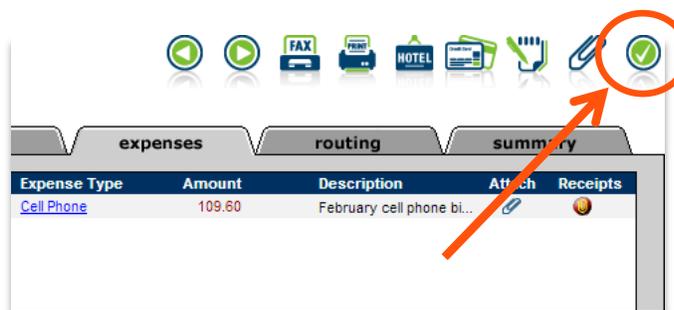
To detach receipts you've already attached, while in the main *Expenses* tab, hover over the receipt and click the red detach icon at the bottom middle of the photo. If the receipt came from the *E-Bin*, it will go back into the *E-Bin*.



Submit Your Reimbursement Report

After you have attached your receipts and added all pertinent details, you are ready to submit your report.

1. Open the expense report and click the green **Submit** checkmark icon in the toolbar at the top right. If there are any policy violations, you are prompted to either fix the violations or submit the report with the violations.
2. Click **OK** on the confirmation screen to certify the accuracy of your report. A tracking number is displayed and the approver receives an email notification.



Where to Get Help

Refer to these resources if you have any questions about using ExpensAble.

- **The Resource Center.** In ExpensAble, click the *Policy* link at the upper right for demonstrations, guides and FAQs.
- **The Help screen.** In ExpensAble, click the *Help* menu for a comprehensive library of short, narrated demonstrations.
- **PGA TOUR ExpensAble Administrator.** ShaynaDudderar@pgatourhq.com; (904) 273-3422