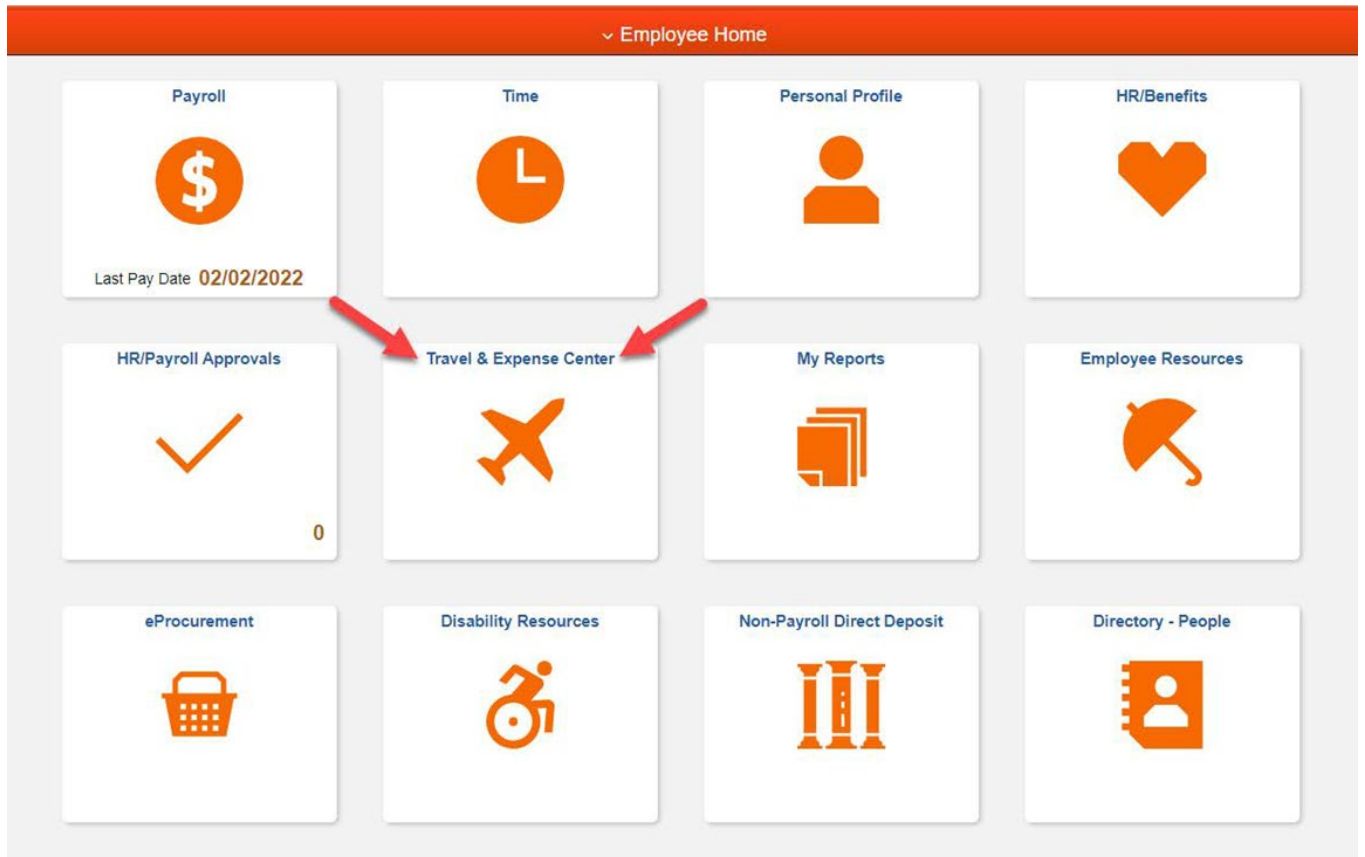## My Wallet Delegate View

If an employee is delegated to enter credit card transactions for other employees, they can us this feature to preview all the unexpensed transactions in each employee's "My Wallet".

Sign into MYSLICE (https://myslice.ps.syr.edu) and click on the Travel & Expense Center tile:

Click on the "My Wallet" link (1) under the "Expenses WorkCenter".

Note: If it is only displaying your own "My Wallet" transactions, then click "Return to Search" (2) or can click on the My Wallet link (1) twice.

Click on "Search" and select the employee you would like to see credit card transactions from their "My Wallet".

Now you will see the employee's name under "Review My Wallet Receipts" to confirm you have selected the correct person, as well as a view of the unexpensed transactions from their "My Wallet".

My Wallet
Review My Wallet Receipts

Brian Pendergast ⬅

Search Criteria ⓘ

From Date	03/15/2021	**Through**	03/15/2022
Receipt Data Source	All Data Sources		
Transaction Status	Unassigned		

Search

Details ⓘ

Mark for Delete		Date	Expense Type	Merchant	Additional Details	Attachments	Amount
☐	💳	02/15/2022	Shipping/Freight	FEDEX		📎➕	100.87
☐	💳	02/09/2022	Tolls	ERAC TOLL 4YBLDX		📎➕	29.00
☐	💳	02/09/2022	Fuel	EXXONMOBIL 47483490		📎➕	36.66
☐	💳	02/09/2022	Car Rental	ENTERPRISE RENT-A-CAR		📎➕	261.83
☐	💳	02/09/2022	Parking	227 COURTLAND PARKING - T		📎➕	20.00
☐	💳	02/09/2022	Hotel/Lodging	HILTON		📎➕	801.69
☐	💳	02/09/2022	Booking Fees	AGENT FEE		📎➕	50.00
☐	💳	02/09/2022	Air Travel	DELTA		📎➕	909.47