



Fyle:

NEW Credit Cards: Be sure to add your new WT credit card to Fyle before using it. Otherwise, the transactions will not show up in Fyle. This should be done on a computer instead of a phone.

Emailed Receipts: Emailed receipts should be emailed directly to Fyle at: receipts@fylehq.com. The expense will then show up with the entire receipt attached in your Fyle app. (The receipt does need to come from the same email you have with Fyle. So, if the receipt was emailed to a different email, simply forward it to the correct email first before emailing it to receipts@fylehq.com.) Please do this instead of taking pictures of the receipts.

Airline Receipts: Airline receipts need to include the full itinerary in addition to the receipt (please no screenshots). If there is anything unusual, i.e., traveling a week early on your own, extending stay after tour, briefly explain this under Purpose.

Hotel Receipts:

1. While on tour, if you are offered a printed-out receipt from a lodging, and someone else's credit card was charged instead of yours, take a picture of the receipt and email / text it to michelle@womantours.com / 585-750-0218.
2. Priceline/other 3rd party receipts need to include the date of stay & town/city of the hotel, which can be added under 'Purpose' if the receipt does not include this.

Restaurant Receipts:

1. Need to include itemized receipts from restaurants to show items purchased, along with gratuity added & the name of the restaurant.
2. If Fyle mistakenly captures the amount before the tip was added, override the amount to include it.

Tipping beyond WT policy: This needs to be explained/justified under purpose.

No Receipts: Complete transactions without receipts in a timely manner (a few days) and explain why there's no receipt under purpose. This is NOT necessary for gas stations, where receipts are often not available. Taking a pic of the pump is perfectly fine.

Fyle errors: You can override most mistakes made by Fyle: type of currency, the amount charged, date of the charge, and merchant. If you cannot override something, explain the error under 'Purpose.'



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Incidental Holds: You can simply ignore incidental charges (usually from hotels), keeping them 'incomplete,' as they usually drop off after a couple of weeks, and if not, can be deleted on the back end by the Office.

Duplicate Charge: If you know there's a duplicate charge, you can simply leave it incomplete, and the Office can delete it on the back end...UNLESS it's the only transaction with the receipt, in which case you should complete the transaction and write 'duplicate' under Purpose so it can be matched with the other transaction.

Completing Expenses: When expenses are completed right away, they are still 'pending' and haven't 'posted' yet, which means the amount might not be correct. You can choose to wait a few days or override the amount so that it's correct. It is important to 'complete' any incomplete expenses within a few days' time. Otherwise, the Office cannot import them into the accounting software and cannot reconcile the account. To do this, you'll need to do the following:

1. Add the 'Category' (type of expense)
2. Type in the Merchant if one is not already listed.
3. Select the 'Tour.' To find out the tour, start typing in the last 2 numbers of the year and then the first day of the tour, and your tour should be there. For example, the tour name for the Death Valley tour that begins on February 19, 2024, is 240219DV. If the expense is not related to a tour, the 'tour' should be 'general.'
4. Include a picture of the receipt. If one is not available, explain why under Purpose.
5. Include under Purpose any helpful notes if the expense is not self-explanatory.

Categories: All tour-related expenses should be one of the following:

Tours:Travel: All expenses getting to/from the tour, including hotels, gas, food, restaurants, airfare, etc.

Tours:Food: All groceries, alcohol, and restaurants for the tour.

Tours:Fees: Park fees, kayaking fees/guide tips, parking, etc.

Tours:Lodging

Tours:Scouting: All expenses related to scouting a tour, including if you're asked to arrive early to a tour to scout the tour you're about to guide.

Tours:Gas

Tours:Other: Any other category not listed (i.e., laundry, mailing paperwork)

Reimbursements: Switch the Payment Mode from Corporate Card to Personal Card/Cash.

1. If paid by personal cc, you need to take a picture of the receipt showing the cc #.
2. If paid by cash, need to state that you paid by cash under 'Purpose.'



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Splitting Expenses into multiple Categories or multiple Tours: If you have an expense that should go toward more than 1 Category (type of expense) or be applied to more than 1 Tour ('Cost Center'), there is a way to split the expense. After capturing the pic of the receipt or adding it manually, click on the 3 vertical dots in the upper right-hand corner and select either 'Split Expense by Category' or 'Split Expense by Cost Center (tour)'. Then, simply follow the instructions on the next screen.

QUESTIONS? Contact Michelle Cooley, michelle@womantours.com, 585-750-0218.