



Creating and Submitting an Expense Report in Banktel

Contact for assistance:

Laura Finney (lfinney@georgiabanking.com) or Caira Wilkins (cwilkins@georgiabanking.com)

1. Access Banktel (Pre-Conversion)

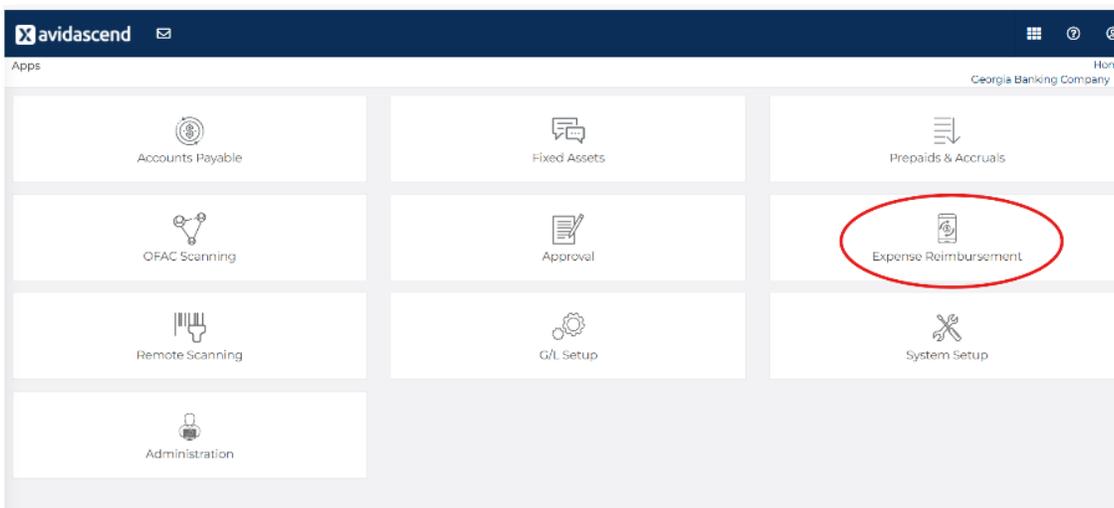
- [Click Here to Access Banktel](#)
- Enter the Username and Password assigned by Accounting & Finance
 - First Initial, Last Name, PW=Password1
 - You will be prompted to change your password

2. Access Banktel (Post-Conversion)

- Go to the GBC intranet (the Vault)
- Select "Popular Links" from the menu tab
- Click on "Applications" and select BankTel - use Single Sign On (SSO)

3. Start a New Expense Report:

- From the Home Screen, select "Expense Reimbursement"
- Click on the "+" at the top left of the screen
- Choose "Create New Expense Report"





My Smart Receipts		
Add New Smart Receipt 	Processing ... 0	Unreported 3

My Expense Reports		
Unsubmitted 0	Unprocessed 0	Unapproved 0
Approved 0	Declined 0	On Hold 0

4. Name Your Report:

- Use a simple format like your first initial, last name, and the date (e.g., JSmith010123)
- Save the report

Expense Report Edit
Create New

Expense Report Details

Report Name
[First Initial, Last Name, Date]

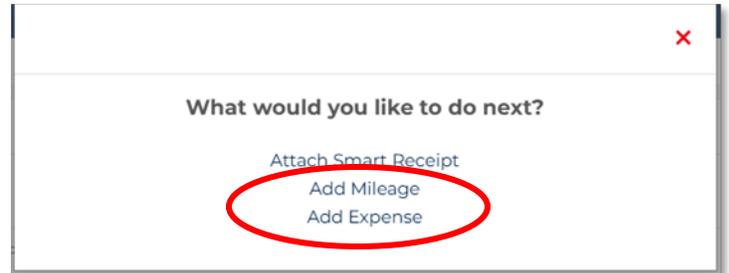
Corporate Card?

Save



5. Add Expenses:

- Select either “Add Mileage” or “Add Expense”
- Fill out the expense details and attach the scanned receipt in PDF form



6. Submit for Approval:

- Save the report
- Select “Submit for Approval”
- The Accounts Payable department will process it for supervisor/manager approval

7. Direct Payment Setup:

- Contact Caira Wilkins, cwilkins@georgiabanking.com to provide your bank account information for direct payment to a GBC DDA account or an outside bank account