

# Global Associate Mobility Engine (GAME)

## How to guide – Expense Submission for Relocation Trips



## Global - Corporate Relocation Shares Services (G - CRSS)

## INTRODUCTION:

- This document is intended to support you with submitting expenses into the Global Associate Mobility Engine (GAME) system. The following contains step by step instruction with images to ease your system experience. To locate a particular subject or term, simply click (Ctrl + F) on your keyboard to open a search bar.
- Please note that instructions for submitting expenses from a mobile device begin on page 8.

## First Steps:

Upon login into GAME, the Expense Management Gadget will be displayed in your Homepage.

As a relocating associate you are responsible for submitting all travel expenses in GAME, i.e. Pre-Move meals, Final Move mileage, etc. All other expenses need to be submitted to your relocation consultant. i.e. Renter One Month, U-Haul

*Walmart recommends that you have electronic versions of receipts or documentation available before you begin entering a new Expense Report.*

1. Click the Create New Expense Report button to open a new blank Expense Report where a new reimbursement can be requested.

The screenshot displays the Walmart QA Expense Management system interface. The user is logged in as Fred Elephant. The interface includes a navigation menu on the left with options like Home, Actions, Service Snapshot, Documents, My Profile, and Log Out. The main content area shows a welcome message, user details, and a table of expense reports. A button labeled 'Create New Expense Report' is circled in yellow and marked with a large '1'. Below the table, there are sections for Tutorials, Links, and Document Library. The Document Library includes various guides and forms related to expense reports and relocation benefits.

Report ID	Report Name	Submitted By	Submitted Date	Submitted Amount	Status	Edit/View
68795302	Temporary Housing Lump Sum	Five, Tester/Recruiter	6/28/2016	\$5,000.00	Processed	View
68795301	Miscellaneous Lump Sum	Five, Tester/Recruiter	6/28/2016	\$4,125.00	Processed	View

- Select Report Name from Dropdown that best describes the expenses incurred, i.e. **Pre-Move Trip**

[Back to Main](#)

**Expense Upload Form**  
 Please fill out all fields and upload supporting documentation for each line item. Click on the benefit detail link for an explanation of the benefit and policy information. When you are finished, click on Submit for approval. If you have questions, please contact the Corporate Relocation Customer Relations Team at 1-800-643-3766  
[Click Here for Help](#)

Report 68795305 Source: Form Entry  
 Report Name Submitted Date Submitted Amount Approved Amount Check Number Status [Print All Backup](#)  
 (select) \$0.00 \$0.00 New

2

**Expense Line 1** Delete   
 Benefit Incurred Date Amount Tax Urgent Exception Status [Upload Docs \(0\)](#)  
 (Select) \$0.00 USD    New  
 Reason for Expense  
 - Benefit Detail

[New Expense Line](#) [Save and Finish Later](#) [Submit](#)

- Select the Benefit from the drop list that corresponds with the expense incurred. i.e. **Pre-Move Meals**
- Fill out an Expense Line by selecting the corresponding Benefit from the dropdown. The benefit detail will display the policy and back up documentation needed to submit for reimbursement. The following fields are required. **Please Note: there should only be one expense line per benefit.**
  - Incurred Date – date you incurred the cost
  - Amount – amount that you are asking to be reimbursed
  - Benefit worksheet – some benefits will require additional information in order to submit. In this example, you enter the date you began and ended your trip. Total days will auto populate. Also enter the number of people on the trip including you.

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**Expense Upload Form**  
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[Click Here for Help](#)

Report 68795303 Source: Form Entry  
 Report Name Submitted Date Submitted Amount Approved Amount Check Number Status [Print All Backup](#)  
 Pre Move Trip \$200.00 \$0.00 New

3

**Expense Line 1** Delete   
 Benefit Incurred Date Amount Tax Urgent Exception Status [Upload Docs \(0\)](#)  
 Pre Move Meals - 101.7 6/3/2016 \$200.00 USD    New  
 Reason for Expense Expenses for my meals

- Benefit Detail  
 Daily limit \$40.00 per person for five days, limited to one trip for two people, associate and one household member. Required documentation-1) Receipts.

- Benefit Worksheet  
 Begin Date 5/1/2016  
 End Date 5/5/2016  
 Total Days 5  
 Number of People on Pre Move Trip, including self 1

[New Expense Line](#) [Save and Finish Later](#) [Submit](#)

5. Click on "New Expense Line" to add additional lines in expense report.

**Expense Upload Form**  
Please fill out all fields and upload supporting documentation for each line item. Click on the benefit detail link for an explanation of the benefit and policy information. When you are finished, click on Submit for approval. If you have questions, please contact the Corporate Relocation Customer Relations Team at 1-800-643-3766 Walmart's Accounts Payable system will be performing scheduled maintenance from 5/13 to 5/16. This maintenance may cause a slight delay in reimbursement processing.  
[Click Here for Help](#)

Report 68795303 Source: Form Entry

Report Name	Submitted Date	Submitted Amount	Approved Amount	Check Number	Status	<a href="#">Print All Backup</a>
Pre Move Trip		\$200.00	\$0.00		Saved	

**Expense Line 1** Delete

Benefit	Incurred Date	Amount	Tax	Urgent	Exception	Status	<a href="#">Upload Docs (3)</a>
Pre Move Meals - 101.7	6/3/2016	\$200.00	USD <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Saved	

Reason for Expense: Expenses for my meals

**- Benefit Detail**  
*Daily limit: \$40.00 per person for five days, limited to one trip for two people, associate and one household member. Required documentation-1) Receipts.*

**- Benefit Worksheet**

Begin Date	5/1/2016
End Date	5/5/2016
Total Days	5
Number of People on Pre Move Trip, including self	1

[New Expense Line](#) [Save and Finish Later](#) [Submit](#)

6. Click on save and finish later

**Expense Upload Form**  
Please fill out all fields and upload supporting documentation for each line item. Click on the benefit detail link for an explanation of the benefit and policy information. When you are finished, click on Submit for approval. If you have questions, please contact the Corporate Relocation Customer Relations Team at 1-800-643-3766 Walmart's Accounts Payable system will be performing scheduled maintenance from 5/13 to 5/16. This maintenance may cause a slight delay in reimbursement processing.  
[Click Here for Help](#)

Report 68795303 Source: Form Entry

Report Name	Submitted Date	Submitted Amount	Approved Amount	Check Number	Status	<a href="#">Print All Backup</a>
Pre Move Trip		\$200.00	\$0.00		Saved	

**Expense Line 1** Delete

Benefit	Incurred Date	Amount	Tax	Urgent	Exception	Status	<a href="#">Upload Docs (3)</a>
Pre Move Meals - 101.7	6/3/2016	\$200.00	USD <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Saved	

Reason for Expense: Expenses for my meals

**- Benefit Detail**  
*Daily limit: \$40.00 per person for five days, limited to one trip for two people, associate and one household member. Required documentation-1) Receipts.*

**- Benefit Worksheet**

Begin Date	5/1/2016
End Date	5/5/2016
Total Days	5
Number of People on Pre Move Trip, including self	1

[New Expense Line](#) [Save and Finish Later](#) [Submit](#)

7. Click on "Upload Docs".

Back to Main

**Expense Upload Form**  
Please fill out all fields and upload supporting documentation for each line item. Click on the benefit detail link for an explanation of the benefit and policy information. When you are finished, click on Submit for approval. If you have questions, please contact the Corporate Relocation Customer Relations Team at 1-800-643-3766 Walmart's Accounts Payable system will be performing scheduled maintenance from 5/13 to 5/16. This maintenance may cause a slight delay in reimbursement processing.  
[Click Here for Help](#)

**Report 68795303** Source: Form Entry  
Report Name Submitted Date Submitted Amount Approved Amount Check Number Status [Print All Backup](#)  
Pre Move Trip  \$200.00 \$0.00 New

**Expense Line 1** Delete   
Benefit Incurred Date Amount Tax Urgent Exception Status **Upload Docs (0)**  
Pre Move Meals - 101.7 6/3/2016 \$200.00 USD    New  
Reason for Expense Expenses for my meals  
**- Benefit Detail**  
*Daily limit \$40.00 per person for five days, limited to one trip for two people, associate and one household member. Required documentation-1) Receipts.*  
**- Benefit Worksheet**  
Begin Date 5/1/2016  
End Date 5/5/2016  
Total Days 5  
Number of People on Pre Move Trip, including self 1

[New Expense Line](#) [Save and Finish Late](#) [Submit](#)

8. Click on "Upload New Document" in pop up window.

**Expense Documentation** X  
**Upload Docs Documents** [OK](#) [Cancel](#)  

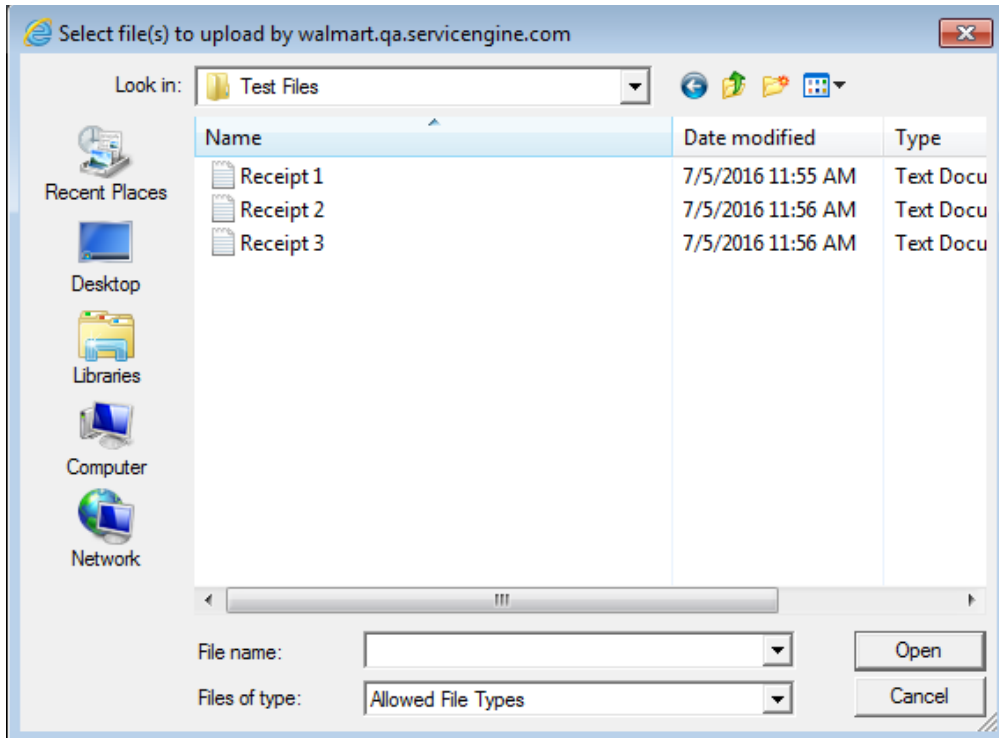
File	Date	Description
<b>Upload New Document</b>		

9. Click on "Browse".

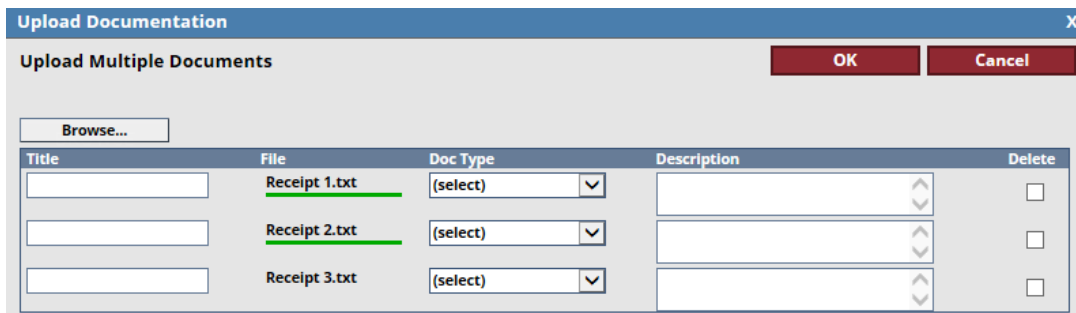
**Upload Documentation** X  
**Upload Multiple Documents** [OK](#) [Cancel](#)  
[Browse...](#)  

Title	File	Doc Type	Description	Delete
<input type="text"/>		(select) <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

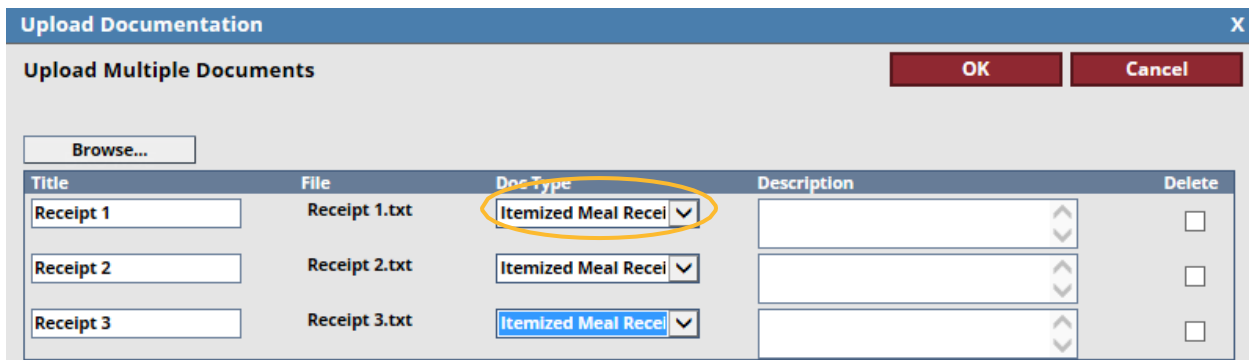
10. Hold down CTRL on keyboard to select more than 1 document. Click on "Open".



Documents will be automatically uploaded into the screen. You can see the progress by the green bar underfile.

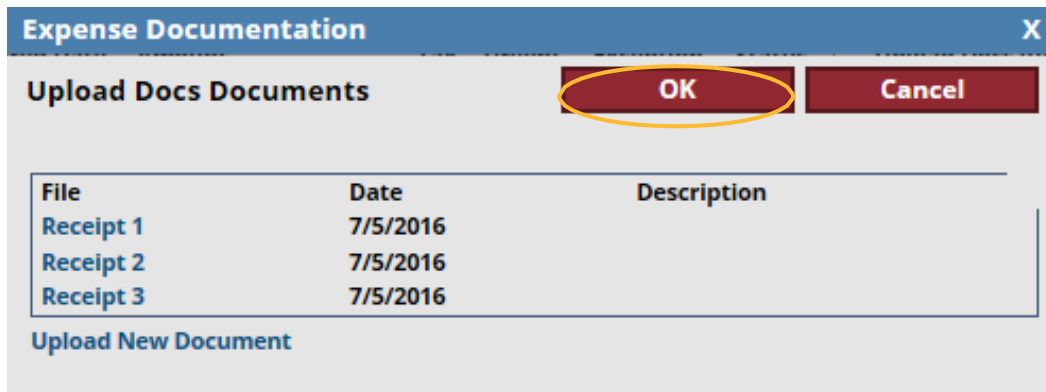


11. Select a document type that closely represents the document uploaded. For example, Pre-Move Meals you would select "Meal Receipt".

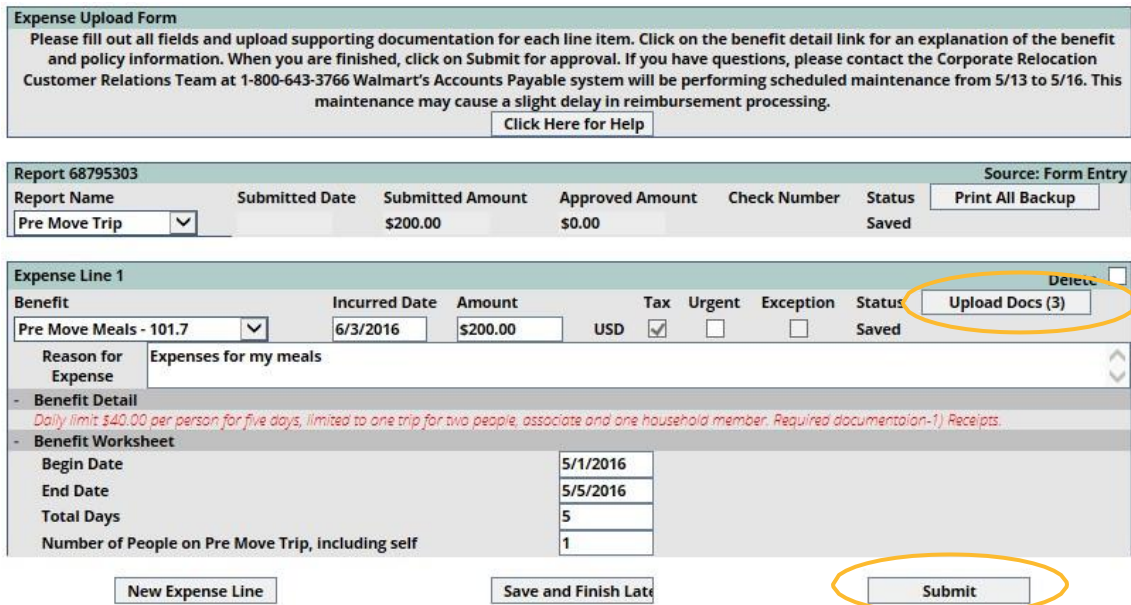




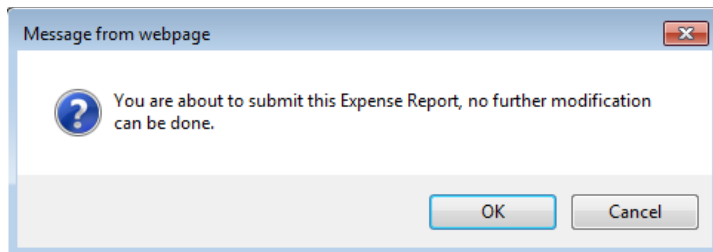
12. Click "OK".



13. Expense form will populate the number of documents uploaded into expense report.



14. Once complete click on "Submit".



Click on "Back to Main" or "Home".

## MOBILE INSTRUCTIONS

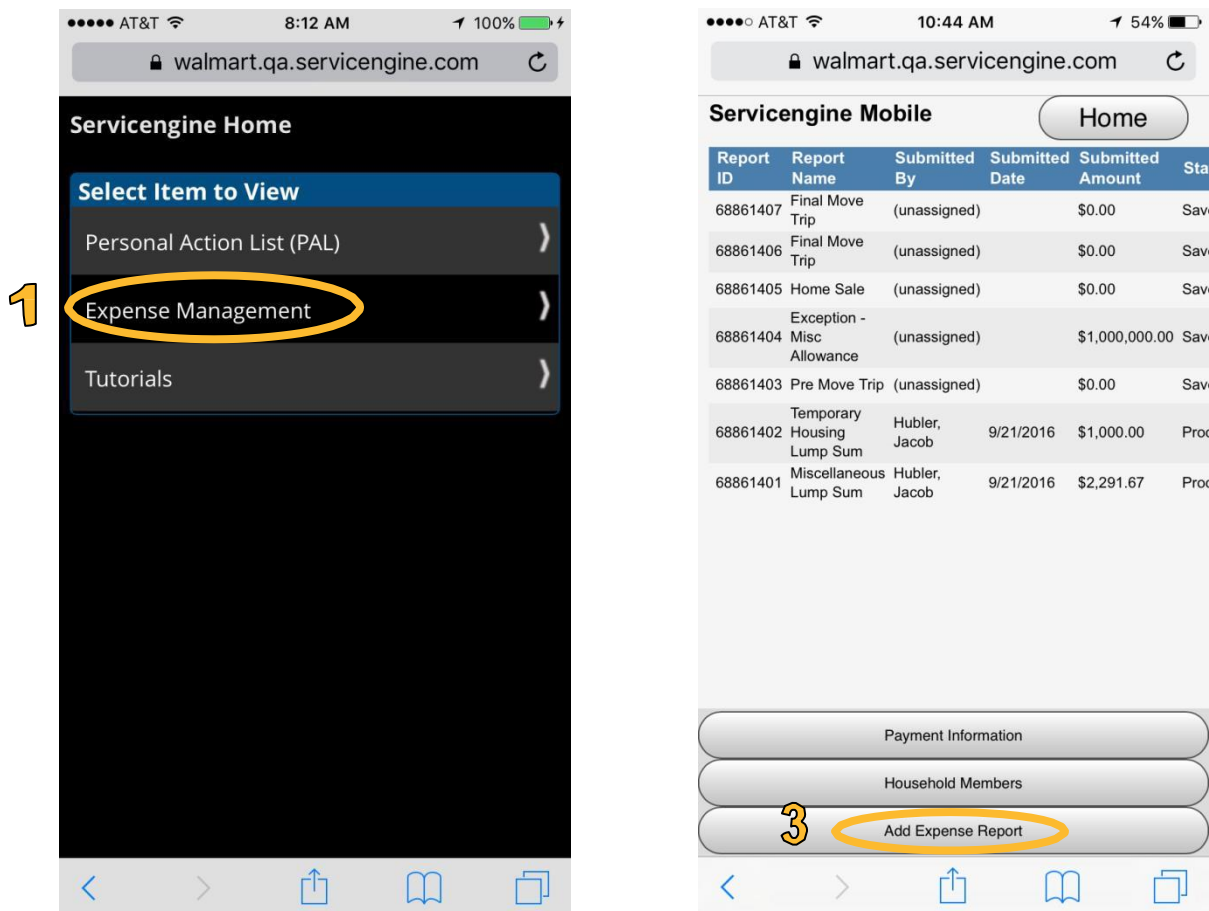
GAME is accessible from an internet browser on a mobile device. The link is [https://walmart.servicengine.com/mobi\\_login.aspx](https://walmart.servicengine.com/mobi_login.aspx). That's an underscore between mobi and login.

Upon login into GAME, you will see your form menu to update GAME with your information.

As a relocating associate you are responsible for submitting all travel expenses in GAME, ie. Pre-move meals, final move mileage, etc. All other expenses need to be submitted to your relocation consultant. i.e. Renter One Month, U-Haul.

Please avoid using the native Back button on your mobile device. Use the Home button, Save and Return to Summary, and View Expense Main Page buttons to navigate through the Payment Information, Household Members, and Add Expense Report screens.

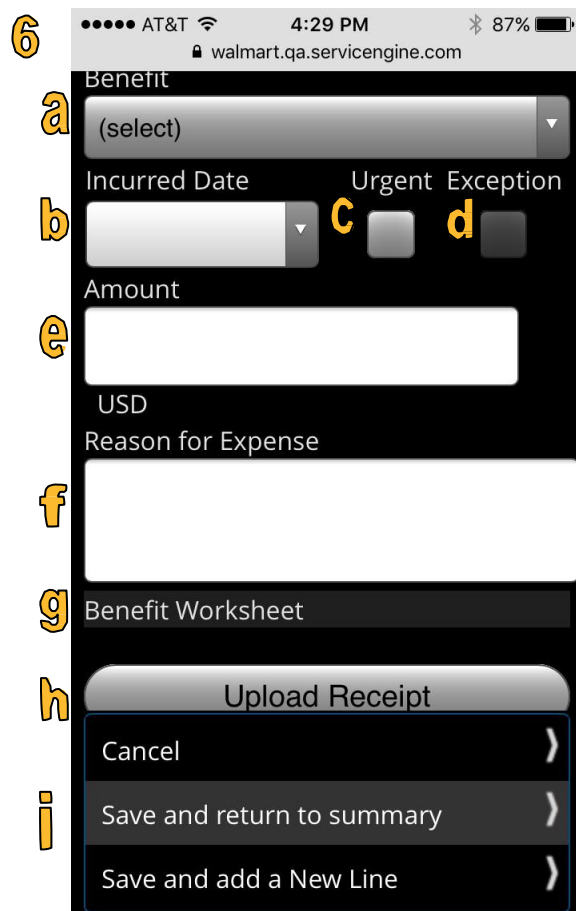
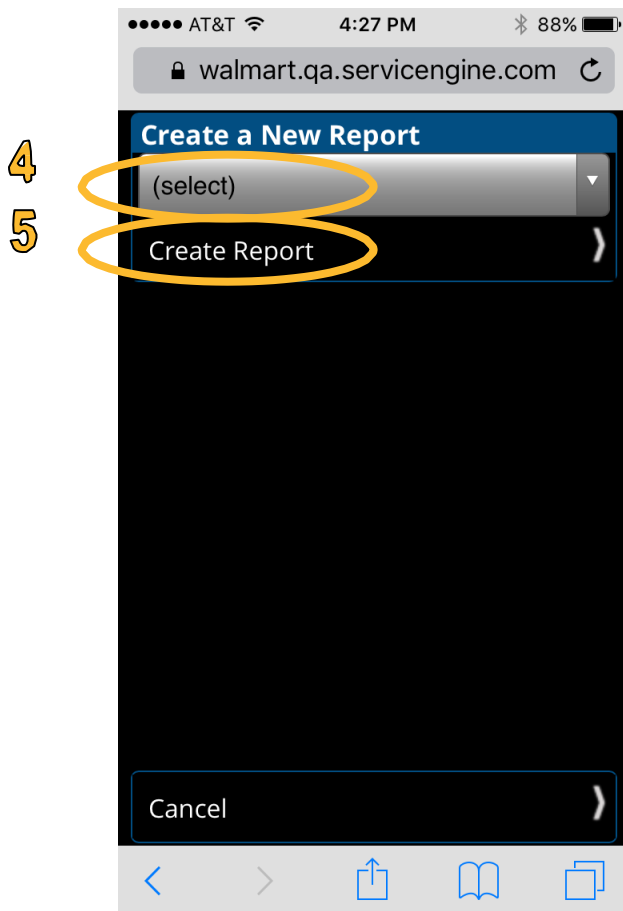
*Walmart recommends having electronic versions of receipts or documentations available before entering a new expense report. Associates now can take a picture and upload it from a mobile device. Please note GAME allows the following electronic versions: txt, bmp, jpg, tif, pdf, tiff, jpeg, docx, msg, rtf, and doc.*



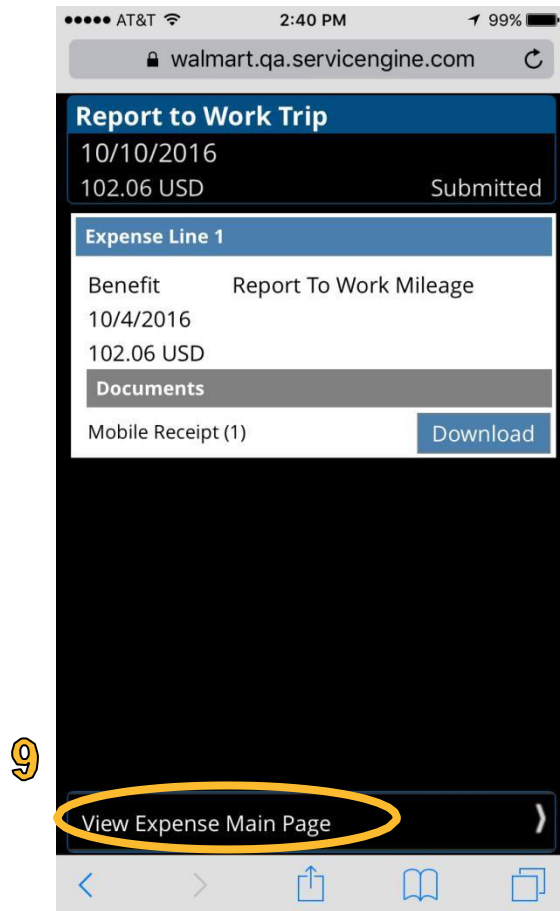
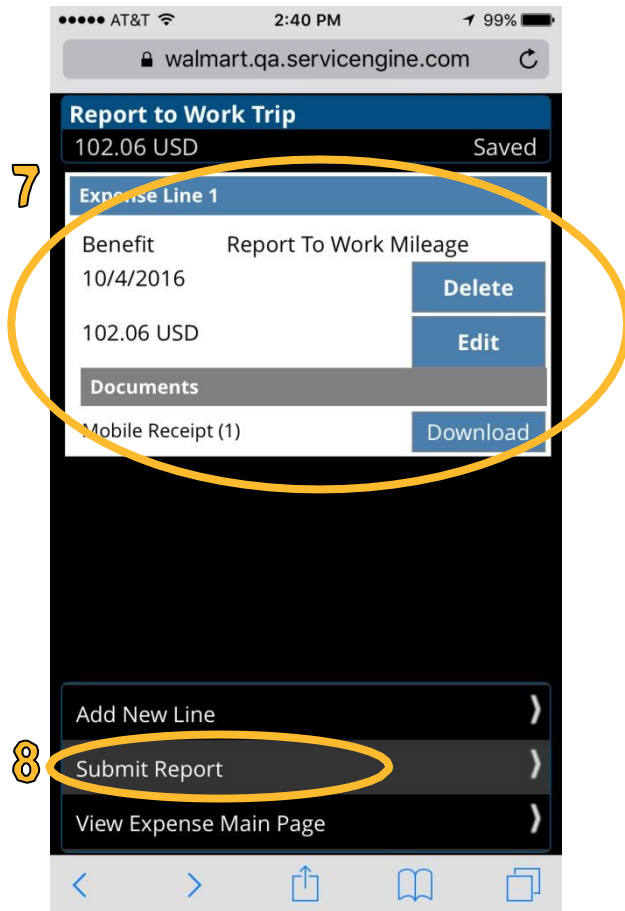
1. Select "Expense Management" to navigate to your expense main screen.
2. Completing your payment information prior to submitting an expense report will ensure your relocation payments can be deposited directly to your bank account (rotate your device to see entire form).



- To add a new expense, click on the “Add Expense Report” button.



- Select your report name keeping in mind that any non-travel relocation expenses will be submitted by your relocation consultant.
- Click “Create Report” and wait for next screen to load.
- Once screen has loaded your expense information:
  - Select travel “Benefit” used
  - Enter “Incurred Date”
  - Select “Urgent” if expense reimbursements are time-sensitive
  - “Exception” will be automatically checked if the same benefit has already been submitted or the benefit worksheet information indicates you’re submitting for reimbursements outside of your relocation policy
  - Enter “Amount”
  - Enter “Reason for Expense”
  - Additional fields will appear in the “Benefit Worksheet” section based on the selected “Benefit”
  - “Upload Receipt” will allow you to use a photo in your device’s photo library or take a picture of your receipt
  - Click “Save and return to summary”



1. Review report summary in this section.
2. Click "Submit Report" to send your report to the G-CRSS team for processing.
3. Click on "View Expense Main Page" to return to your expense management tab.