

Creating an Expense Report for a Non-Employee in MyExpense

UCSF Expense Reimbursement Solution

Contents

This job aid contains the steps necessary to:

- Log into **MyExpense**
- Create a new Expense Report for a **Non-Employee** and Certify Expenses

Logging in and Creating a New Expense Report

Navigate and log into MyAccess at <http://myaccess.ucsf.edu> (not shown)

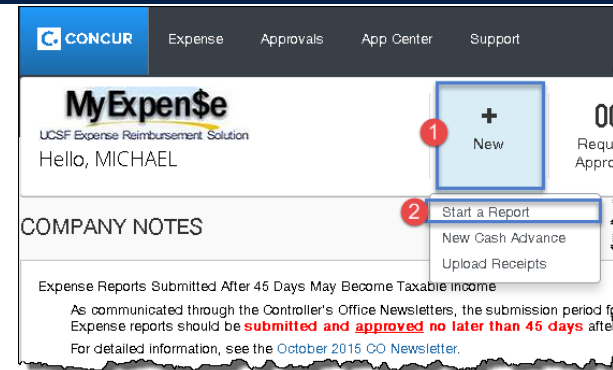
Scroll down to locate and select **MyExpense** from the applications menu.

The **MyExpense** homepage will display in a new tab.

Tip: If you have set MyAccess to display "Favorites", you may need to change to "All Apps" or search for MyExpense.

- 1 From the **MyExpense** homepage, hover your mouse over **+ New**
- 2 Click **Start a Report** from the pop-up menu that displays

The **Create a New Expense Report** pane will display




Create a New Non-Employee Expense Report - Report Header

The **Non-Employee expenses** are covered by the **UCSF Guest Policy**. Additional required fields will display after you select guest policy.

- 1 Click the **Policy** drop-down menu
- 2 Select **UCSF Guest Policy**

The Guest Policy **Report Header** with the additional fields displays. Complete this information before entering any expenses into your Expense Report.

-  Required fields are denoted by the red bands to the left of the field.

Chartstring information (indicated by the **green shading**); enter **either:**

Speed Type

or

Fund, Project, Activity Period, Function and Flex Field

The **Purple** shading indicates Guest-specific information fields.

The remaining fields are discussed in detail on the next page.

A screenshot of the 'Create a New Expense Report' form. The form is titled 'Create a New Expense Report' and has a 'Report Header' section. The 'Report Header' section includes fields for 'Report Name', 'Report Date' (10/28/2015), 'Policy' (UCSF Standard Expense Policy), 'Report Key', 'Business Unit' (FCMP Univ of California C), 'Fund', 'Project', 'Activity Period', 'Function', 'Flex Field', 'Expense Type', 'Guest First Name', 'Guest Last Name', 'Guest Address 1', 'Guest Address 2', 'Guest City', 'Guest State/Province', 'Guest Zip', 'Guest Country' (USA), 'Relationship to UCSF', and 'Are any expenses incurred for a spouse or domestic partner?'. A red band is next to the 'Policy' field. A red band is also next to the 'Fund' field. A red band is next to the 'Expense Type' field. A red band is next to the 'Guest First Name' field. A red band is next to the 'Guest Last Name' field. A red band is next to the 'Guest Address 1' field. A red band is next to the 'Guest Address 2' field. A red band is next to the 'Guest City' field. A red band is next to the 'Guest State/Province' field. A red band is next to the 'Guest Zip' field. A red band is next to the 'Guest Country' field. A red band is next to the 'Relationship to UCSF' field. A red band is next to the 'Are any expenses incurred for a spouse or domestic partner?' field. A 'Required Fields' callout points to the red bands. The form also has a 'Next >>' button at the bottom right.

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Create a New Non-Employee Expense Report - Report Header

- 1 **Report Name** should be Trip return date – destination (e.g. 10/8/2015 – UCSD Trip)
- 2 **Report Date** defaults to the current date and can be changed if required
- 3 **Policy** defaults to **UCSF Standard Expense Policy** which is for employees only. Select **UCSF Guest Travel Expense Policy** to create a report for a non-employee.
- 4 **Business Purpose** provide a detailed business purpose for the expenses (e.g. "Lecture on Microbes")
- Report Key** (not shown on this page) field is **not** used at UCSF
- 5 **Business Unit** defaults to the Campus (SFCMP). To change this field, use the drop-down menu if your expenses relate to a non-campus Business Unit including UCSF Health Business Units (excluding Benioff Children's Hospital Oakland – SFCHO)
- 6 **Department ID (Cost Center)** will display your default value if you entered this in your MyExpense profile. If a different Department ID is required for this Non-Employee report, click the drop down to search. You can search by **Code** (default) or **Text**.
- 7 **Speed Type** valid SpeedTypes will display in the drop down menu after you select your Department ID (Cost Center). If you select a **Speed Type**, **do not enter values** into **Fund**, **Project**, **Activity Period**, **Function**, or **Flex Field**. If you enter both a Speed Type **and** any of these fields, you will receive an error message.
- 8 If an appropriate **SpeedType is not available**, enter the **Fund**, **Project**, **Activity Period**, **Flexfield** (if applicable), and **Function**.
- 9 **Activity Period** is required for Sponsored Projects; for all other projects select **N/A** from the drop-down
- 10 **Expense Type** select from the drop-down (i.e. Miscellaneous, Travel – Domestic, or Travel – Foreign)
- 11 **Comment** enter comments including justification or other information for your Approver(s)
- 12 Click the **Next** button when you have completed entry to continue – you will receive this warning:

⚠ Reminder: Please attach a signed certification of the total amount by the guest traveler. An online form is available at http://controller.ucsf.edu/travel/files/Certification_of_Expenses.pdf

See the next section of this guide for information on how to complete the certification form. The warning will remain until this exception is cleared by attaching the form. Click **Next** once more to continue.

The screenshot shows the 'Create a New Non-Employee Expense Report - Report Header' form. It includes fields for Report Name, Report Date, Policy, Business Purpose, Business Unit, Department ID, Speed Type, Fund, Project, Activity Period, Flex Field, Function, Expense Type, and Comment. Numbered callouts 1 through 12 point to specific fields and actions as described in the text.

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Complete and Attach a Guest Traveler Certification of Expense Form

All guest Expense Reports require a completed [Guest Traveler Certification of Expenses Form](#). To help ensure that your non-employee expense report is complete, MyExpense will display a warning exception until the form is attached.

The certification PDF form is an interactive document.

- Click in the blue fields and type the required information
- Once completed, print the document and have the traveler sign the form
- Scan the signed form to create a PDF and email, or by another means transport the file to your computer
- Follow the procedures in the MyExpense job aid [Attaching or Faxing Receipts](#) to attach or fax the form as a receipt

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Guest Traveler Certification of Expenses Form

UCSF Controller's Office

This form is a required attachment for all Guest Policy Expense Reports created in MyExpense. The completed and signed form must be attached before the Expense Report is submitted.

Complete the form, print, obtain guest signature **or** complete and sign on behalf of the guest. Scan and attach completed and signed form to the Expense Report. See the job aid [Creating an Expense Report for a Non-Employee in MyExpense](#) for more information.

Expense reimbursement claim for the amount of \$ _____

Payable to _____

I certify that the expenses were incurred by me while on official University business on the dates shown, and that no expenses claimed as reimbursable relate to personal or unallowable expenses. I also certify that I did not receive reimbursement from any other source(s) for the expenses claimed. In the event of an overpayment, or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying UC Regents in full for those expenses.

Signature: _____

Print Name: _____

Date: _____

*To be completed **only** if UCSF employee is **signing on behalf of the guest**. All fields required.*

Signature: _____

Print Name: _____

Job Title: _____

Date: _____

Complete the Expense Report

To complete the expense report, add appropriate expenses and submit as you would for an employee. See the [Creating an Expense Report](#) job aid.

For help submitting the report, see the [Submitting an Expense Report](#) job aid.

More information for MyExpense users is available on the [Campus Controller's Office website](http://controller.ucsf.edu/myexpense/) (<http://controller.ucsf.edu/myexpense/>)