

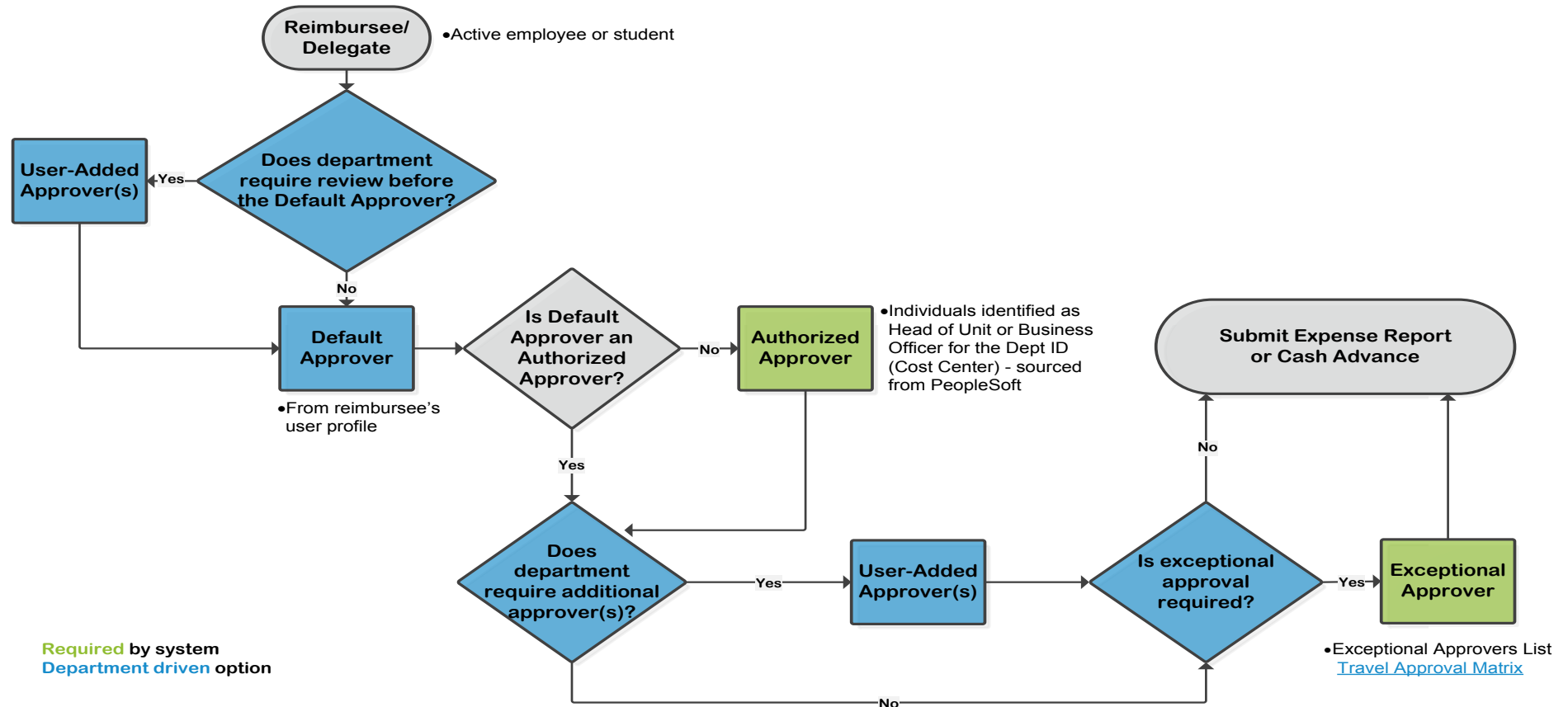
# Submitting Your Expense Report in MyExpense

UCSF Expense Reimbursement Solution

This job aid provides step-by-step instructions on how to:

- Route your Expense Report to your default approver
- Route your Expense Report to an alternate approver
- Selecting a Default Approver
- Add an additional or exceptional approver (user-added approver)
- Submit your Expense Report
- Recall an Expense Report still pending approval

## MyExpense Workflow



## MyExpense Approver Role Definitions

<b>Default Approver</b>	Reviews the Expense Report prior to the Authorized Approver. If the Default Approver is also an Authorized Approver, another Authorized Approver is not required
<b>User-Added Approver</b>	Users may add this approver between the Default Approver and Authorized Approver. This role optional. The addition of a user-added approver is determined solely by the MyExpense user and/or his or her department; it is not required by the system.
<b>Authorized Approver</b>	The Authorized Approver provides final approval and authority over the submitted Expense Report

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## Logging into MyExpense

Login to MyAccess at <http://myaccess.ucsf.edu> (not shown). Scroll down to locate and select **MyExpense** from the applications menu. If you have set MyAccess to display “Favorites”, you may need to change to “All Apps” or search for MyExpense. The **MyExpense** home page will display in a new tab. The remainder of this job aid assumes that you have already created an Expense Report. If you need information on how to create an Expense Report, see the job aids [Creating an Expense Report](#) or [Creating an Expense Report for a Non-Employee](#) available on the [Campus Controller's Office](#) website.

## Begin the Submission Process

All report **exceptions must be cleared** before you submit your Expense Report. For more information regarding clearing exceptions see the **Clearing Expense Exceptions** section in the [Creating an Expense Report](#) job aid.

- 1 To begin the submission process, click the **Submit Report** button in the upper right-hand corner of the expense report.
- 2 The **Final Review** screen displays. Review the **Certification**.
- 3 Review the list of attached receipts. Use the **Attach Receipt Images** button if you need to attach additional receipts. See the job aid [Adding Receipts in MyExpense](#) if you need more detailed instructions.
- 4 After you have completed your review, click the **Accept & Submit** button

The screenshot shows the 'Final Review' window in the MyExpense system. At the top, there are links for 'Administration' and 'Help', and a 'Profile' dropdown. Below this, there are buttons for 'Delete Report', 'Submit Report' (highlighted with a red circle and number 1), and 'Hide Exceptions'. The main section is titled 'Final Review' and contains a 'Certification' box with a red circle and number 2. The certification text states: 'By clicking the "Accept & Submit" button, I certify that: 1. This is a true and accurate statement of expenses incurred by me, or by the individual for whom I am submitting a request on behalf of as the delegate, on official University business on the dates shown. 2. There are no expenses claimed as reimbursable which relate to personal or unallowable expenses. 3. All required receipt images have been attached to this report, including any event or meeting agenda. 4. Reimbursement from any other source(s) for the expenses claimed was not received. 5. In the event of overpayment, or if payment is received from another source for any portion of the expenses claimed, I, or the individual for whom I am submitting a request on behalf of, will assume responsibility for repaying UC Regents in full for those expenses.' Below the certification, there are buttons for 'Print', 'Attach Receipt Images' (highlighted with a red circle and number 3), and 'View Receipts'. A table of expenses is shown with columns for 'Expense', 'Date', and 'Amount'. The table lists two items: 'Airfare' for 10/24/2014 for \$220.00, and 'Lodging San Diego, California' for 10/24/2014 for \$150.00. At the bottom right, there is a red circle and number 4 next to the 'Accept & Submit' button, and a 'Cancel' button next to it. The footer of the window shows 'Currency Conversion Fees' and '3. Misc. Employee Reimburseme'.

Expense	Date	Amount
Airfare	10/24/2014	\$220.00
Lodging San Diego, California	10/24/2014	\$150.00

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## Default Approver Selection

- 1 The **Default Approver** you assigned in your **MyExpense** profile displays automatically and is responsible for reviewing the Expense Report prior to the Authorized Approver. **If the Default Approver is correctly identified for this report**, you can click the **Submit Report** button to continue.

**Note:** in some cases, the Default Approver from your profile **may not be authorized** to approve expenses for the Dept ID (Cost Center). In these cases, you receive an error message and you will need to enter an **Authorized Approver** (page 4) before you can submit your report.

You must identify an approver before the expense report moves on to the next workflow step. Type the first letter(s) of the search criteria (approver's name, email address, etc.). Then, select from the resulting list.

If your Expense Report should be approved by **someone other** than the Default Approver:

- 2 Change the **Default Approver**. Click in the **Default Approver** field and begin typing the last name of the correct approver.
- 3 Select the appropriate approver from the list of results

If no additional review steps are required, click the **Submit Report** button.

**Note:** in some cases, the Default Approver you have chosen **may not be authorized** to approve expenses for the Dept ID (Cost Center). In these cases, you receive an error message and you will need to enter an **Authorized Approver** (page 4) before you can submit your report.

If you do not receive an error message, continue to the **Submitting the Expense Report** section of this guide.

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## Selecting an Authorized Approver

The **Authorized Approver** has the authority to approve expenses for a given Dept ID (Cost Center).

- 1 If you know the name of the **Authorized Approver** for the Dept ID (Cost Center), you can search by entering the last name in the **Authorized Approver** field. Otherwise enter an asterisk (\*) to return a list of all valid authorized approvers for the Dept ID (Cost Center).
- 2 Select the appropriate **Authorized Approver** from the search results

If no additional review steps are required, click the **Submit Report** button (not shown) and continue to the **Submitting the Expense Report** section of this guide.

Approval Flow for Report: 10/25/14 San Diego-TEST

Default Approver:  
MACARAIG (Accounting), MELANIE (melanie.macaraig@ucsf.edu)

Authorized Approver:  
\*  
RODRIGUEZ, ANN L. (arodriguez@finance.ucsf.edu)  
KAWAKAMI, GAIL H. (gail.kawakami@ucsf.edu)  
ELLIS, JOHN (john.ellis@ucsf.edu)  
PLOTTS, JOHN E. (john.plotts@ucsf.edu)  
LONG, MELANIE V. (melanie.long@ucsf.edu)  
NORRIS, RON A. (ron.norris@ucsf.edu)  
Search Approvers By

## Adding Additional Review Steps (User-Added Approvers)

- 1 If your department requires additional review *prior* to the **Default Approver**, click the “Add a step before this step” icon (⊕) to insert an additional, user-added approver.

**Note:** User-added approvers may be added as additional reviewers in the workflow; approval by the **Authorized Approver** is still required for every report.

- 2 Click in the **User-Added Approver** field and search for the additional approver by typing their last name
- 3 Click the appropriate additional approver’s name from the list
- 4 Users must also add an **Exceptional Approver** *after* the **Authorized Approver** when required by policy. An exception warning will display on the expense line that requires exceptional approval:

⚠ The expense exceeds the per person limit. Exceptional approval is required.

If you have an exception warning, click the “Add a step after this step” icon (⊕) as illustrated and follow steps 2 – 3 to add an **Exceptional Approver**.

Approval Flow for Report: 10/25/14 San Diego

Default Approver:  
MACARAIG (Accounting), MELANIE (melanie.macaraig@ucsf.edu)

Authorized Approver:  
NORRIS, RON A. (ron.norris@ucsf.edu)  
(this step may be skipped)

User-Added Approver:  
SZETO  
SZETO, ANNIE (Annie.Szeto@ucsfmedctr.org)  
SZETO, CHRISTINA K. (SZETO.CHRISTINA@GMAIL.COM)  
SZETO, DAVID E. (DSZETO.BM@GMAIL.COM)  
SZETO, EVA (eva.szeto@ucsfmedctr.org)  
SZETO, KA I. (Ka.Szeto@ucsf.edu)  
SZETO, MAY Y. (MAY.SZETO@UCSF.EDU)  
SZETO, SUSANA (Susana.Szeto@ucsf.edu)  
SZETO (Accounting), HELEN O. (helen.szeto@ucsf.edu)  
Search Approvers By

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## Submitting the Expense Report

- 1 After approvers have been identified, click the **Submit Report** button

Authorized Approver:  
NORRIS, RON A. (ron.norris@ucsf.edu)

(this step may be skipped)

User-Added Approver:  
KAWAKAMI, GAIL H. (gail.kawakami@ucsf.edu)

Submit Report Save Workflow Cancel

- 2 Review the amounts displayed in the report summary window and, when finished, click the **Close** button

Report Successfully Submitted

10/25/14 San Diego  
Approver: SZETO (Accounting), HELEN O.

Expense Report

Report Total :	\$398.00
Less Personal Amount :	\$0.00
Amount Claimed :	\$398.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$398.00
Total Paid By Company :	\$398.00

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Close

## Recalling an Expense Report Still Pending Approval

- 1 If an Expense Report is in **Submitted & Pending Approval** status, you can recall it to make adjustments. Access the Expense Report by clicking on it from the **Expense > Manage Expenses** section of the **MyExpense** Home Page and click the **Recall** button on the upper-right of the Expense Report window.

CONCUR Expense

Support | Help

Administer for MCKEE, LEAH D

Manage Expenses View Transactions

10/25/14 San Diego

Summary Details Receipts Print / Email

Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Airfare	10/24/2014	\$220.00	Please see
Lodging	10/24/2014	\$150.00	Please see

Expenses

Date Expense

The Expense Report status displays in the users **Active Reports** view on the **MyExpense** home page. The display includes the report submitted date (actually the **creation date** of the expense report), Expense Report name, dollar amount, and current Pending Approver.

More information on **MyExpense** is available on the Campus Controller's Office website: <http://controller.ucsf.edu/travel/myexpense/>

SUBMITTED 11/19/2014

10/25/14 San Diego-TEST

\$668.00

Submitted & Pending Approval  
MACARAIG (Accounting), MELA...

Exceptions