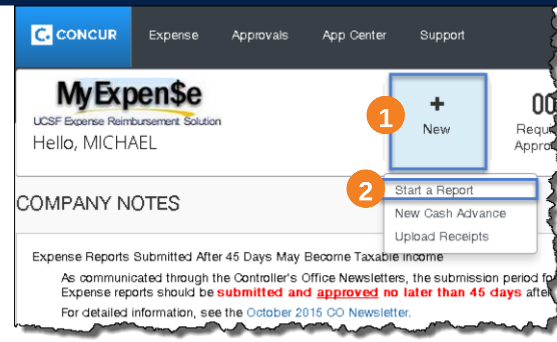
Creating an Expense Report for a Non-Employee in MyExpense

This job aid contains the steps necessary to:

- Log into **MyExpense**
- Create a New Expense Report for a **Non-Employee** and Certify Expenses
- Create an Expense Report for a **Foreign Visitor**

Logging in and Creating a New Expense Report



Navigate and log into MyAccess (not shown)

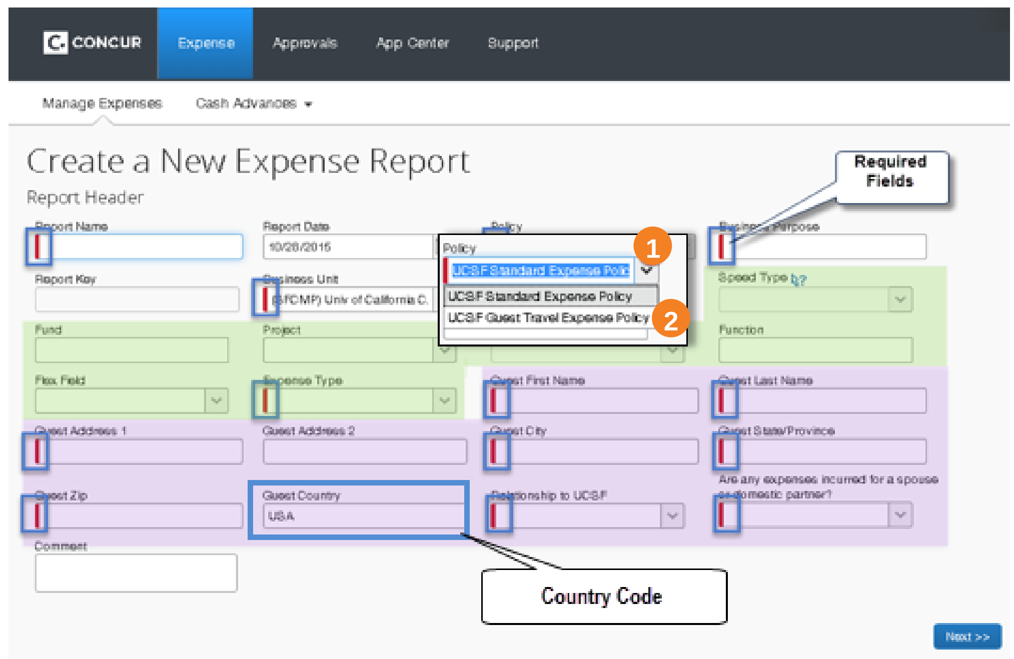
Access **MyExpense** from the applications menu. See the MyAccess FAQs for help using **MyAccess**.

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

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



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.

The **green** shading indicates chartstring information. Enter **either:**

Speed Type

or

Fund, **Project**, **Activity Period**, **Function** and **Flex Field**

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

Please make sure to enter the guest's correct mailing address *or payment may be delayed*.

For **foreign guests**, you must enter a **valid** three-digit country code. Valid PeopleSoft Country Codes can be found in the Inquiry Reports on the Controller's Office website.

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

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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) will autopopulate once the report is created

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

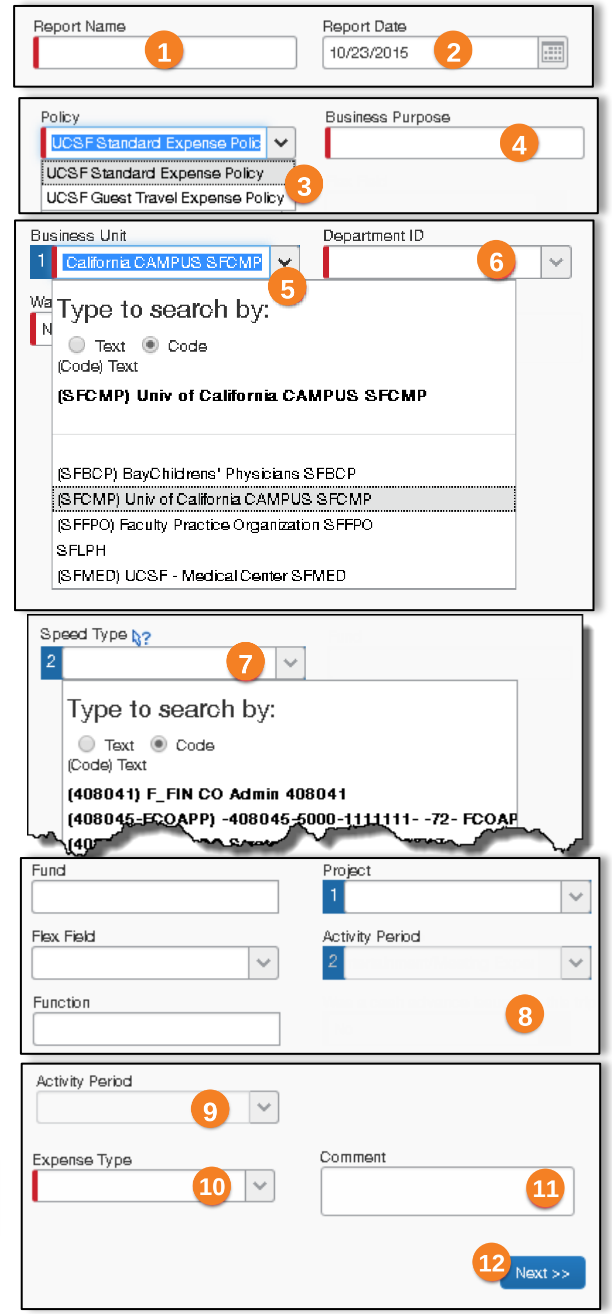
10 **Expense Type** select from the drop-down (i.e. Miscellaneous, Travel – Domestic, or Travel – Foreign)

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.



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 **Adding Receipts** to attach or fax the form as a receipt

MyExpen$e Guest Traveler Certification of Expenses Form

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: ______________________

Creating an Expense Report for a Non-Employee in MyExpense

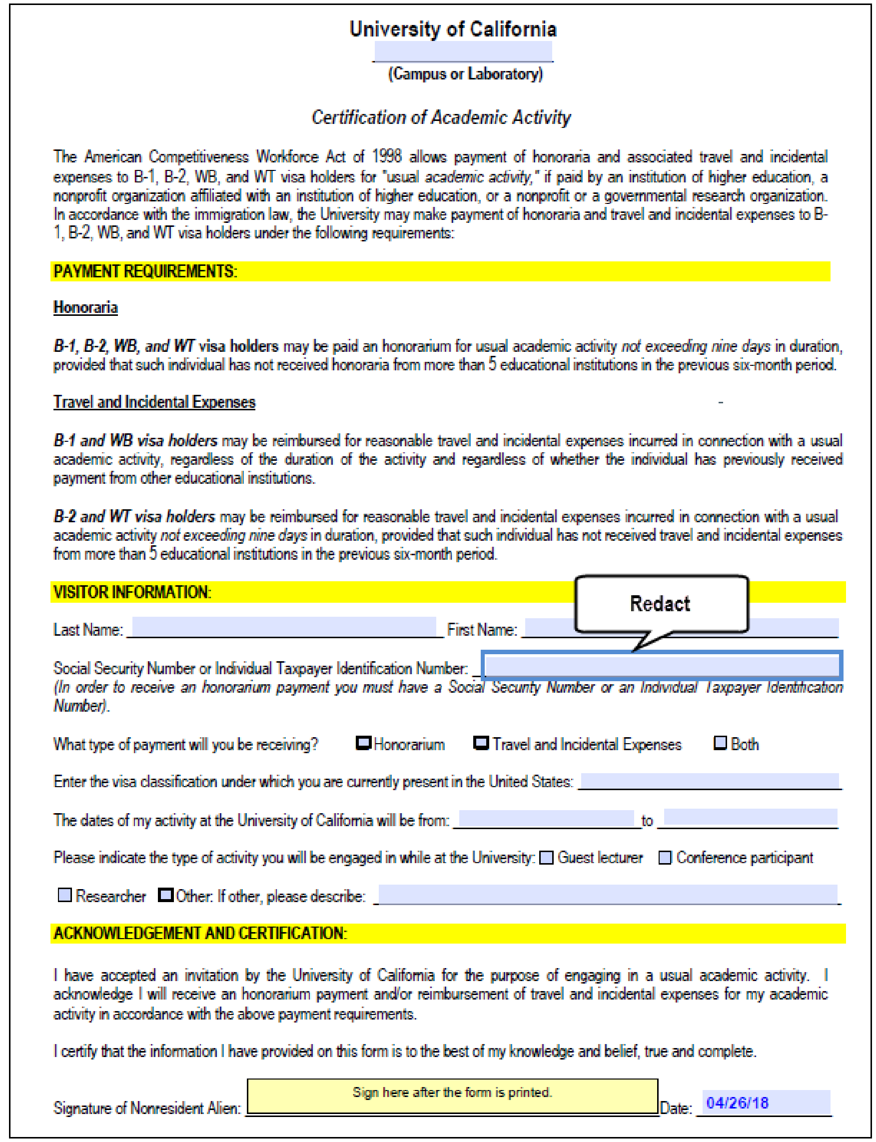
Create an Expense Report for a Foreign Visitor

All guests from a foreign country require a completed **Certification of Academic Activity Form**.

The certification PDF form is an interactive document.

- Click in the blue fields and type the required information
- MyExpense does not allow **confidential** information, so please **redact** the SSN or ITIN on the form and keep a copy in the department for records.
- 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 **Adding Receipts** to attach or fax the form as a receipt

Wires to foreign visitors cannot be processed in **MyExpense**. Please submit a Travel Expense Voucher and submit through BearBuy.



University of California

(Campus or Laboratory)

Certification of Academic Activity

The American Competitiveness Workforce Act of 1998 allows payment of honoraria and associated travel and incidental expenses to B-1, B-2, WB, and WT visa holders for "usual *academic activity*," if paid by an institution of higher education, a nonprofit organization affiliated with an institution of higher education, or a nonprofit or a governmental research organization. In accordance with the immigration law, the University may make payment of honoraria and travel and incidental expenses to B-1, B-2, WB, and WT visa holders under the following requirements:

PAYMENT REQUIREMENTS:

Honoraria

***B-1, B-2, WB, and WT* visa holders** may be paid an honorarium for usual academic activity *not exceeding nine days* in duration, provided that such individual has not received honoraria from more than 5 educational institutions in the previous six-month period.

Travel and Incidental Expenses

B-1 and WB visa holders may be reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity, regardless of the duration of the activity and regardless of whether the individual has previously received payment from other educational institutions.

B-2 and WT visa holders may be reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity *not exceeding nine days* in duration, provided that such individual has not received travel and incidental expenses from more than 5 educational institutions in the previous six-month period.

VISITOR INFORMATION:

Last Name: ______ First Name: ______

Social Security Number or Individual Taxpayer Identification Number: ______
(In order to receive an honorarium payment you must have a Social Security Number or an Individual Taxpayer Identification Number).

What type of payment will you be receiving? ☐ Honorarium ☐ Travel and Incidental Expenses ☐ Both

Enter the visa classification under which you are currently present in the United States: ______

The dates of my activity at the University of California will be from: ______ to ______

Please indicate the type of activity you will be engaged in while at the University: ☐ Guest lecturer ☐ Conference participant

☐ Researcher ☐ Other: If other, please describe: ______

ACKNOWLEDGEMENT AND CERTIFICATION:

I have accepted an invitation by the University of California for the purpose of engaging in a usual academic activity. I acknowledge I will receive an honorarium payment and/or reimbursement of travel and incidental expenses for my academic activity in accordance with the above payment requirements.

I certify that the information I have provided on this form is to the best of my knowledge and belief, true and complete.

Signature of Nonresident Alien: Sign here after the form is printed. Date: 04/26/18

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.