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.

**Important**: The UCSF employee who creates and submits the expense report is responsible for and certifies to the accuracy and compliance of the expense report.
Creating an Expense Report for a Non-Employee

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.

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 Supply Chain Management website.