

Creating an Expense Report in MyExpense

Contents

This job aid contains the steps necessary to:

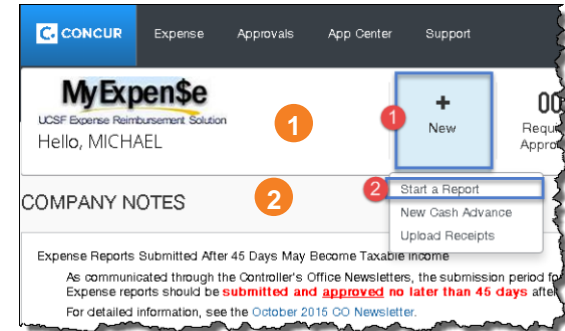
- Log into **MyExpense** and create a new Expense Report
- Assign existing Corporate Travel Card expenses to an Expense Report
- Add “out-of-pocket” expenses to an Expense Report
- Clear exceptions on an Expense Report including the “undefined” expense type

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.




From the **MyExpense** homepage, hover your mouse over **+ New**

Click **Start a Report** from the pop-up menu that displays

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

Create a New Expense Report - Report Header

Complete the **Report Header** 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

These fields are discussed in detail on the next page.

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Create a New Expense Report - Report Header

- 1 **Report Name** should be Trip return date – destination (e.g. 10/8/2017 – UCSD Trip)
- 2 **Policy** defaults to **UCSF Standard Expense Policy**. Use the Standard Expense Policy for employee's reports and select **UCSF Guest Travel Expense Policy** for non-employee travel expenses only.
- 3 **End of Trip/Last Purchase Date** for business travel, use last day of trip. For miscellaneous purchases, use the last purchase date of the items. The report must be submitted **within 45 days of this date** to ensure timely reporting. Late expense reports may be reported as taxable income and subject to applicable taxes.
- 4 **Business Purpose** provide a detailed business purpose for the expenses (e.g. "Foundation Fundraising")
Report Key (not shown on this page) field will populate once 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. 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

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- 10 **Was a cash advance issued for this trip?** Defaults to No. If you were issued a Cash Advance for this trip, choose Yes from the drop-down
- 11 **Expense Type** select from the drop-down (i.e. Miscellaneous, Travel – Domestic, or Travel – Foreign)
- 12 **Comment** enter comments including justification or other information for your Approver(s)
- 13 Click the **Next** button when you have completed entry to continue

Was a cash advance issued for this trip?
 10

Expense Type 11

Comment 12

13 Next >>

Assigning Existing Corporate Travel Card Expenses

If you use a Corporate Travel Card, expenses that eligible for assignment to an Expense Report will be displayed in the “**Available Expenses**” section

To assign Corporate Travel Card expenses to your current trip Expense Report,

- A Click on the expense line and
- B drag the expense to the “Expenses” section.

UCSF will pay U.S. Bank directly for these expenses

Expenses

Expense Detail	Expense	Source	Date	Amount
HOTEL AVENUE HOTEL	Lodging		05/07/2011	MZN 3,615.00
United Airlines ROSEMONT, IL	Airfare			
UNITED AIR *INFLT. ELK GROVE TO...	Undefined		10/18/2011	\$8.59
YELLOW CAB CO. GARDENA, CA	Undefined		11/25/2011	\$47.90
SQ *YELLOW TAXI SURINDER SF, CA	Undefined		12/11/2011	\$42.00
CATAXI DULLES AIRPORT VIA 4435...	Undefined		05/09/2012	\$66.00

Drop Expense (release mouse button)

Click and drag expense

Entering New “Out-of-Pocket” Expenses

To add out of pocket expenses:

- 1 Click the **+ New Expense** button in the upper left-hand corner
- 2 Enter the **Expense Type** in one of two ways:
 - a Begin typing in the **Expense Type** field to narrow down your choices
 - b Scroll down the list to find the appropriate **Expense Type**
- 3 Click on the desired **Expense Type** (e.g. **Car Rental**)

The New Expense window will display. Enter your expense details following the instructions on the next page.

10/8/2015 - Tra

1 + New Expense + Quick Expense

Expenses

Adding New Expense

10/08/2015 Gas for Rent Costco Gas, Da \$25.74

2

New Expense Available Receipts

Expense Type c a

Recently Used Expense Types

Gas for Rental Car b

All Expense Types

1. Travel Expense

3 Car Rental

Currency Conversion Fees

Gas for Rental Car

Meals (Breakfast/Lunch/Dinner)

Per Diem - Meals & Incidentals (Foreign Trips)

Public Transportation

Telephone Charges

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Entering New Expense Details

- 1 Enter the details for the expense. Required fields are notated by a red bar. Add comments as necessary.
Hint: Red indicates a **required** field. Required information varies by Expense Type. Populate the red noted fields to avoid Expense Report exceptions.
- 2 Click the **Save** button to save the new expense to your Expense Report; the expense is added to the **Expenses** pane on the left of the page

Add as many expenses as necessary by repeating the steps in the previous section, **“Entering New Out-of-Pocket Expenses,”** followed by both steps in this section for each added expense.

Expense Type: Parking
Transaction Date: 09/12/2012
Business Purpose: TEST
Vendor Name: [Red bar]
City: Houston, Texas
Payment Type: Out of Pocket
Amount: \$150.00 USD
Personal Expense: do not reimburse []
Comment: []

TOTAL REQUESTED \$169.00

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

Clearing Expense Exceptions

Exceptions (marked by the **✖** icon,) **must** be cleared before the Expense Report can be submitted. To update expense lines and clear your exceptions:

- 1 Check the box next to the line you want to update. The **“Expense”** window will open on the right.
- 2 Review and correct your entries as necessary. Different Expense Types require different information. Be sure that all required fields (denoted by a red bar) are completed accurately.
- 3 Click the **Save** button

Hint: In this example, **Undefined** expense types are causing many of the exceptions. This means the Expense Type is missing and needs to be selected.

Note: You may see a yellow flag (**⚠**) which denotes a message or caution you should read, however no action is necessary as with an exception (**✖**).

Repeat steps **1** through **3** in this section to clear all exceptions. The exception list will be cleared one-by-one as these items are updated. Next, submit the report. For help, see the [Submitting Your Expense](#) Report job aid.

Expense	Date	Amount	Exception
Lodging	12/11/2011	\$13.23	✖ Missing required field: Booked Through Connexus?
Lodging	12/11/2011	\$13.23	✖ Itemizations are required for this entry.
Car Rental	01/02/2012	\$722.94	✖ Missing required field: Booked Through Connexus?
Airfare	09/12/2012	\$19.00	✖ Missing required field: Booked Through Connexus?
Undefined	05/11/2012	\$73.20	✖ The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	05/11/2012	\$73.20	✖ Missing required field: City.
Undefined	04/02/2012	\$45.22	✖ The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	04/02/2012	\$45.22	✖ Missing required field: City.

Expense	Date	Amount	Requested
Airfare	09/12/2012		
Undefined	05/11/2012		
Undefined	05/11/2012		
Undefined	04/02/2012		
Car Rental	01/02/2012		
Lodging	12/11/2011		

Expense Type: Undefined
Transaction Date: 05/11/2012
Business Purpose: TEST
Vendor Name: BARWOOD TAXI, KENSINGTON, MD
City: KENSINGTON, MD
Payment Type: Corporate Card
Amount: 73.20 USD
Hours Spent At Destination: 21-24 hrs (100%)

TOTAL AMOUNT \$87

Buttons: Save, Itemize, Allocate, Attach Receipt