

Creating an Expense Report in MyExpense

Contents

This job aid contains the steps necessary to:

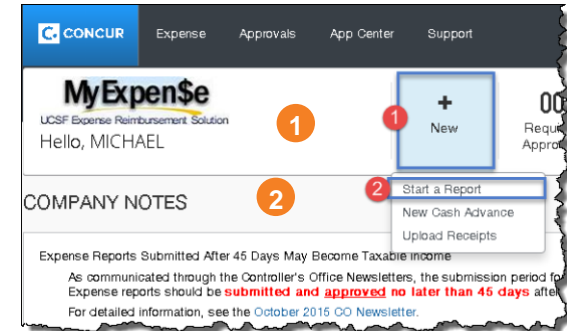
- Log into **MyExpense** and create a new Expense Report
- Assign existing Corporate Travel Card expenses to an Expense Report
- Add “out-of-pocket” expenses to an Expense Report
- Clear exceptions on an Expense Report including the “undefined” expense type

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?
No 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

Available Expenses

Click and drag expense

Drop Expense (release mouse button)

Expense Detail	Expense	Source	Date	Amount
United Airlines ROSEMONT, IL	Airfare		05/07/2011	MZN 3,615.00
UNITED AIR *NFLT. 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

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

2

3 Car Rental

a

b

New Expense

Expense Type c

Recently Used Expense Types

Gas for Rental Car

All Expense Types

1. Travel Expense

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.

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.