



# Quick Reference Guide

Presentation by Anesthesia Business Office

# Overview

What is MyExpense?

- 3<sup>rd</sup> Party hosted solution, from Concur, to automate the employee expense reimbursement process

What Does It Include?

- Employee and Guest Travel
- Cash Advances for Employees
- Reimbursement for Entertainment and Meeting Expenses
- Miscellaneous Employee Reimbursements

# Overview

What does it NOT Include?

- Employee Relocation Expenses
- Reimbursement for Uniform Allowance
- Tuition Reimbursement
- Cash Advance for Guests
- Check Request for Entertainment and Meeting Expenses (CRÈMES) payable to vendors

# Overview

Who is eligible to use MyExpense?

- Open to all UCSF employees
- Must possess a UCSF employee ID Number (i.e. (0212345687))
- Email address must be defined in the Campus Locator System (CLS)
- Need to have MyAccess log in

# Tips on How To

- Access MyExpense
- Delegate
- Complete Report Header
- Create a Meaningful Business Purpose
- Add a New Expense
- Allocate (reimburse from multiple funds)
- Attach and Remove Documents
- Submit for a Guest
- Search for Per Diem Rates for Foreign Travel




# How To Go Into MyExpense

- Log into MyAccess Single Sign-On  
<http://MyAccess.ucsf.edu>
- Click on MyExpense

MyAccess Admin Tool	Tool used by MyAccess Administrators to manage accounts	✓
MyAccess Admin Tool for PeopleSoft and WebLinks IDs	Tool used by PeopleSoft and WebLinks admins to manage PeopleSoft and WebLinks IDs.	✓
MyCores	Core ordering and reporting enterprise system	✓
MyExpense	Employee Expense Reimbursement System	✓
MyResearch	Provides UCSF research teams with a professionally managed, secure, web-based, collaborative environment in which to store files containing sensitive data. Provides application and data base services that allow investigators to view, manipulate, and save their data entirely in this protected environment without requiring files to be stored on their own computers.	
MySoft Online	<b>VPN required when accessed remotely.</b> Billing for ITS Services (e.g., Voice Services, Desktop Support, Virtual Server Support, etc.)	✓
NIH Portal	National Institutes of Health Portal	✓

# Delegate

Note: Steps below are to be done by UCSF employee (faculty, resident or staff) for whom you are preparing the reimbursement.

- Login to MyAcces  Select MyExpense
- Select **Profile**  **Expense Delegates**  **Add**
- Type in name of person being delegated; click **Add**
- Check all boxes and click **Add**

# Report Header



My Concur **Expense** Profile

[View Charges](#) [View Reports](#) **[New Expense Report](#)** [Approve Reports](#) [View Cash Advances](#) [New Cash Advance](#) [Approve Cash Advances](#)

## Create a New Expense Report

### Report Header

Report Name	Report Date	Policy	Business Purpose
1/25/11 San Diego	02/06/2011	UCSF Standard Expense Policy	Attend Travel Council Meeting in San D
Report Key	Department Code	Fund	DPA
	(478021) CONTROLLER'S OFFICE C	(69715) CONTROLLER'S OFF MC2 F	(661017) DISBURSEMENTS ADMIN
Fund Year	Program Code	Expense Type	Was a cash advance issued for this trip?
		Travel - Domestic (CONUS)	No
Comment			





UCSF Expense Reimbursement Solution

## Report Naming Standards

Report Name

Field Limit = 32 characters

Expense Type	Report Name	Examples
Travel <b>ABO Preferred</b>	<del>Trip Return Date + Destination</del> <b>Trip Return Date + Conference</b>	<del>03/15/11 Los Angeles</del> <b>03/04/11 AHA</b>
Entertainment/Meeting Expenses	Event Date + Name of Event or Purpose	03/08/11 ACP Focus Group 03/22/11 Recruitment
Miscellaneous Reimbursement	Transaction Date + Description	03/21/11 Books 03/21/11 Mileage Reimb

# Report Header

- Policy
  - UCSF Standard Expense Policy: For UCSF employees
  - UCSF Guest Travel Expense Policy: For non-UCSF employees
- Business Purpose
  - The business purpose should include as much detail about the purpose of the expense as possible in order to ensure that it will be approved by AP. *It should be meaningful and tells the story of the expense.*
  - Examples:
    - Staff Meeting (too vague)
    - OR Workroom staff meeting to discuss new anesthesia process (preferred)

# Report Header

- Dept Code: 127043; search by code not text
- Fund/DPA: search by code
  - FY/Program Code if necessary
- Expense Type
  - Entertainment/Meeting Expenses
  - Miscellaneous Employee Reimbursement
    - For electronic purchases, Appendix A is required (*available on Wiki site*)
  - Travel-Domestic (CONUS)
  - Travel-Foreign (OCONUS)
- Cash Advance
  - Leave as default, unless a cash advance was requested for travel

# Adding a New Expense

Delete Report

Submit Report

## New Expense

Receipt Store

Expense Type

Miscellaneous



Transaction Date



Business Purpose

test

Vendor Name

City

Payment Type

Out of Pocket



Amount

USD



Sales Tax Paid

0.00

Personal Expense (do not reimburse)

Comment

# Adding a New Expense

- Transaction Date: date of purchase, this date should match the receipt
- Business Purpose: can be changed if the purpose of the particular expense is different from Report Header
- Vendor Name: not required, but preferred if available
- Payment Type: defaults to “Out of Pocket”
- Amount: amount paid including tax
- Sales Tax Paid
- Comment: if necessary to provide more information for justification

# When to use the Comment Section

- Use the comment section to provide more information as you see fit; examples:
  - When claiming a different amount from the receipt and explain the reason
  - Expense breakdown; example: Medical Licenses that have multiple charges that equal one charge
  - When an employee, resident, fellow or CRNA changes their name, provide this information
  - To add additional information; example: if the class of an airfare might be questioned

Previous Comment

	Missing receipt. Please see attached Declaration of Incomplete Back-up for reference.
--	---

Previous Comment

	Vendor: Medical Board of California
--	-------------------------------------

# Allocating Expenses to Multiple Funds

Welcome, Patsy Gee Help | Log Out

**Concur** **MyExpense**  
UCSF Expense Reimbursement Solution

My Concur **Expense** Profile

View Charges View Reports New Expense Report Approve Reports View Cash Advances New Cash Advance Approve Cash Advances

**01/25/11 San Diego** Delete Report Submit Report

+ New Expense Add Card Charges Details Receipts Print Hide Exceptions

Exceptions		
Expense Type	Date	Amount
Airfare	01/24/2011	\$220.00

Expenses			
Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>			
<input type="checkbox"/>	01/24/2011	Airfare	\$220.00
<input type="checkbox"/>	> 01/24/2011	Lodging	\$150.00
<input type="checkbox"/>	05/07/2009	Parking Atlanta, Georgia	\$28.00

Amount	Requested
\$220.00	\$220.00
\$150.00	\$150.00
\$28.00	\$28.00

**TOTAL AMOUNT** **\$398.00** | **TOTAL REQUESTED** **\$398.00**

**New Expense**

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- 1. Travel Expense
  - Airfare
  - ATM Fees
  - Car Rental
  - Currency Conversion Fees
  - Gas for Rental Car

# Allocating Expenses to Multiple Funds

The screenshot shows the 'Allocations for Report: 01/25/11 San Diego' window. The 'Expense List' table has the following data:

<input checked="" type="checkbox"/>	Date	Expense Ty...	Group	Amount
<input checked="" type="checkbox"/>	05/07/2009	Parking		\$28.00
<input checked="" type="checkbox"/>	01/24/2011	Airfare		\$220.00
Lodging				
<input checked="" type="checkbox"/>	01/23/2011	Lodging		\$100.00
<input checked="" type="checkbox"/>	01/23/2011	Hotel Tax		
<input checked="" type="checkbox"/>	01/23/2011	Internet Fees		

The 'Allocations' table is currently empty. The 'Allocate Selected Expenses' button is circled in red. A text box explains the allocation process.

In the Allocations window, you can allocate expenses by selecting the individual checkboxes or by selecting the **ALL** checkbox. After selecting, click on the **Allocated Selected Expenses** button.



# Allocating Expenses to Multiple Funds

**Allocations** Total:\$50.00 Allocated:\$50.00 (100%) Remaining:\$0.00 (0%)

Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

<input type="checkbox"/>	Percentage	* Department ...	* Fund	Fund Year	* DPA	Program Code	Code
<input type="checkbox"/>	50	(272662) ANES...	(64526) ANEST...		(444906) MR A...		272662-64526-...
<input type="checkbox"/>	50	(272662) ANES...	(60205) ANEST...		(444807) S/M-...		272662-60205-...

1. Allocate By: percentage or amount
2. Add New Allocation: add a new line
3. Enter the new Dept Code, Fund, and DPA (FY/Program Code if applicable)
4. When you are finished, click **Save** → **Ok** → **Done**

# Removing Information on a PDF file in Adobe Acrobat

1. Select the “Tools” tab
2. Select the “Protection” box
3. Select “Mark for Redaction”
4. Highlight the text that you would like to remove
5. To complete the process, select “apply redactions”

Instructions may vary between different versions of Adobe Acrobat

[www.Adobe.com](http://www.Adobe.com)

# When to remove personal information?

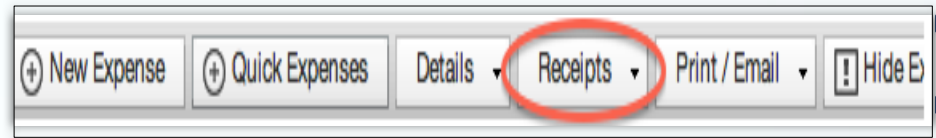
## Remove ALL 7 Supplier or Payee Data Elements to De-identify Data

▶ **TIP: Do not attach W-9 forms to BearBuy orders.**

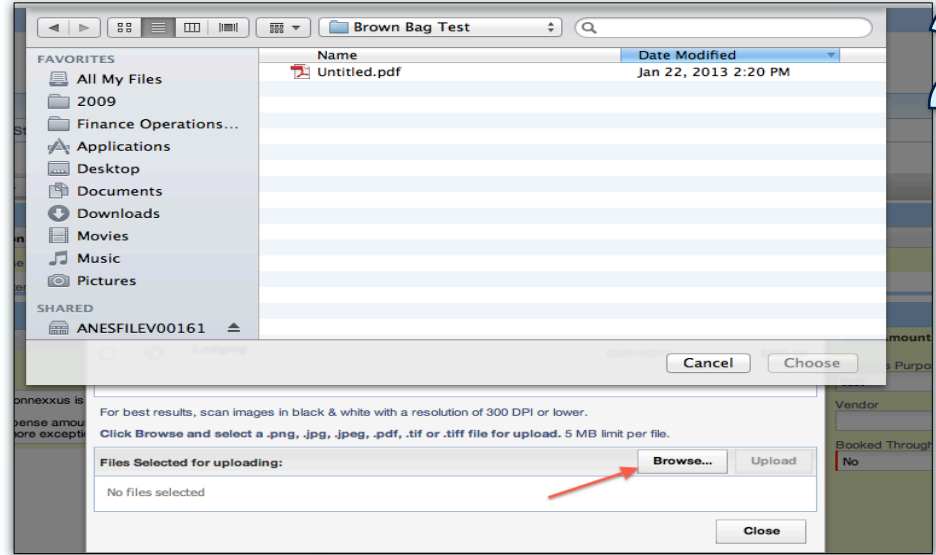
1. Social Security numbers
2. Home Address (unless the same as the business address)
3. Home Phone Numbers (unless the same as the business phone number)
4. Driver's license or California Identification Card number
5. Financial, credit card, or debit card account numbers, as well as security codes, access codes, or passwords
6. Health insurance information
7. Passport

# Adding Receipts

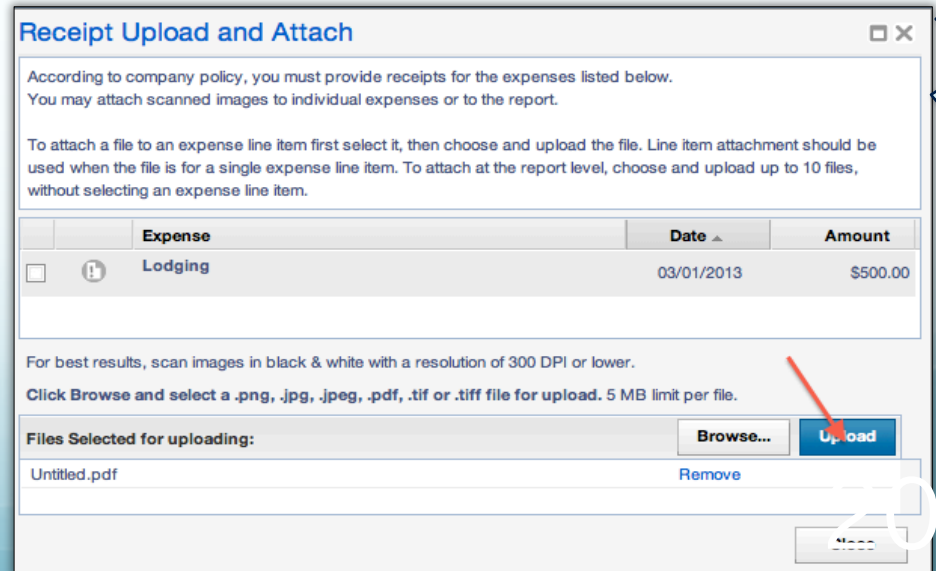
1. From the receipt pull down tab, select “Attach Receipt Images”
2. Select “Browse” and the backup that is associated with the expense
3. Once you choose, select “Upload”



1



2



3

Maximum limit for each file is 5 MB, and the preferred format is PDF file.

To avoid duplications, you only need to attach the receipts once. You may ignore the missing required receipt prompt.

# Deleting Receipts

1. If you have submitted a report and need to adjust a receipt, recall your report
2. From the receipt tab, select “Delete Receipt Images”. This will remove your complete backup from the report
3. Select “Yes” to complete
4. Re-attach adjusted receipts

Approvers do not have the ability to delete receipts

**For more information on receipts, refer to the Receipts Brown Bag**

The screenshot displays the MyExpense UCSF Expense Reimbursement Solution interface. At the top, there are links for Help, Support, and Log Out. The main header reads "MyExpense" with the subtitle "UCSF Expense Reimbursement Solution". Below the header, there are two buttons: "Recall" (highlighted with a red arrow) and "Copy Report". A dropdown menu is open, showing options: "Receipts", "Print / Email", "Receipts Required", "View Receipts in new window", "View Receipts in current window", "Attach Receipt Images", "View Receipt Store", and "Delete Receipt Images" (highlighted with a red arrow). Below the dropdown, a "Please Confirm" dialog box is visible, asking "Are you sure that you want to delete all of the receipts that are attached at the report level?" with "Yes" and "No" buttons.

1

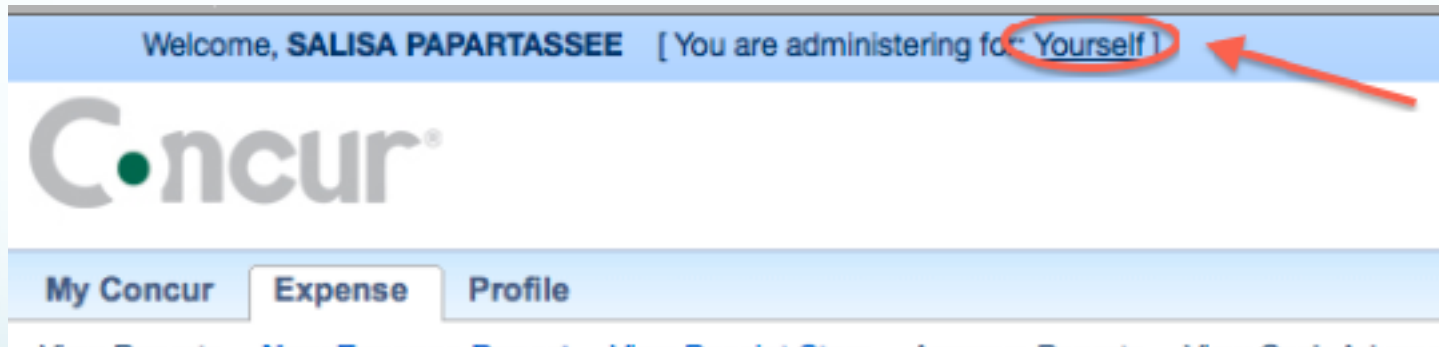
2

3

21

# Guest Reimbursement: Things to Remember

- When submitting reimbursement for guest, you must have the guest's valid mailing address
- Make sure you are administering for **yourself**



# Guest Reimbursement: Things to Remember

- Select **UCSF Guest Travel Expense Policy**

Receipt Store Approve Reports View Cash Advances New Cash Advance

Policy Business Purpose Report Key

UCSF Guest Travel Expense Policy

UCSF Guest Travel Expense Policy

UCSF Standard Expense Policy

Fund Year Program Code

Name Guest Last Name Guest Address 1 Guest Address 2

- Enter all the required fields (with red marks)
- Attach the required **Certification of Expenses** document signed by either guest or UCSF employee who was delegated to submit reimbursement on guest's behalf
- Use the **Information Sheet for Guest Travel Expense Reimbursement** form to facilitate in gathering of the information of the payee





## Information Sheet for Guest Travel Expense Reimbursement

**NOT REQUIRED. DO NOT ATTACH.**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different from Home) \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Meeting Attended (location & dates, if applicable) \_\_\_\_\_

\_\_\_\_\_

# Foreign Travel-Per Diem Rates

- Go to the US Department of State website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- Make sure that the travel dates are within the published date. The M&IE Per Diem is based on the city traveled.

<http://controller.ucsf.edu/travel/procs.asp>

### Per Diem Rates Query

CONTIGUOUS UNITED STATES	OUTSIDE CONUS, Non-Foreign Overseas and Foreign
Updated: 12/17/2012 <a href="#">View summary of changes</a>	Updated: 01/29/2013 <a href="#">View summary of changes</a>
<b>STATE:</b>	<b>COUNTRY/STATE:</b> <i>(incl. Alaska &amp; Hawaii)</i>
STANDARD CONUS RATE ▾	HAWAII ▾
<b>FISCAL YEAR:</b>	<b>PUBLISHED:</b>
2013 ▾	01 FEB 13 ▾
<input type="checkbox"/> INCLUDE ALL CITIES AND TOWNS	MILITARY INSTALLATIONS: <input checked="" type="radio"/> INCLUDE
<input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS	<input type="radio"/> EXCLUDE
<input type="button" value="CALCULATE"/>	<input type="button" value="CALCULATE"/>
For unlisted locations, use the <a href="#">CENSUS County Look-up</a> site.	

# Foreign Travel

- Before booking the travel, be mindful of the per diem rates of the location and date of travel
- In the rare occasion that the expenses exceed the per diem rates, justification is required
  - Justification does not guarantee approval
- When submitting a foreign travel reimbursement, attach the per diem rate sheet of the location and date
- OCONUS - Foreign travel also includes travel within Alaska, Hawaii and U.S possessions

# Additional Information and References

- Anesthesia Business Office wiki page:
  - Website: <https://wiki.library.ucsf.edu/display/ABO>
- Appendix A form:
  - Refer to ABO Wiki page → Policies and Procedures → Appendix A
- MyExpense Enhancement Features:
  - [http://controller.ucsf.edu/newsletter/newsletter\\_012813.asp](http://controller.ucsf.edu/newsletter/newsletter_012813.asp)
- Additional training:
  - <http://controller.ucsf.edu/resources/training.asp> (Training by Function → Reimbursement → MyExpense Training)