MyExpen$e

UCSF Expense Reimbursement Solution

Quick Reference Guide

Presentation by Anesthesia Business Office

Overview

What is MyExpense?

- 3rd 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

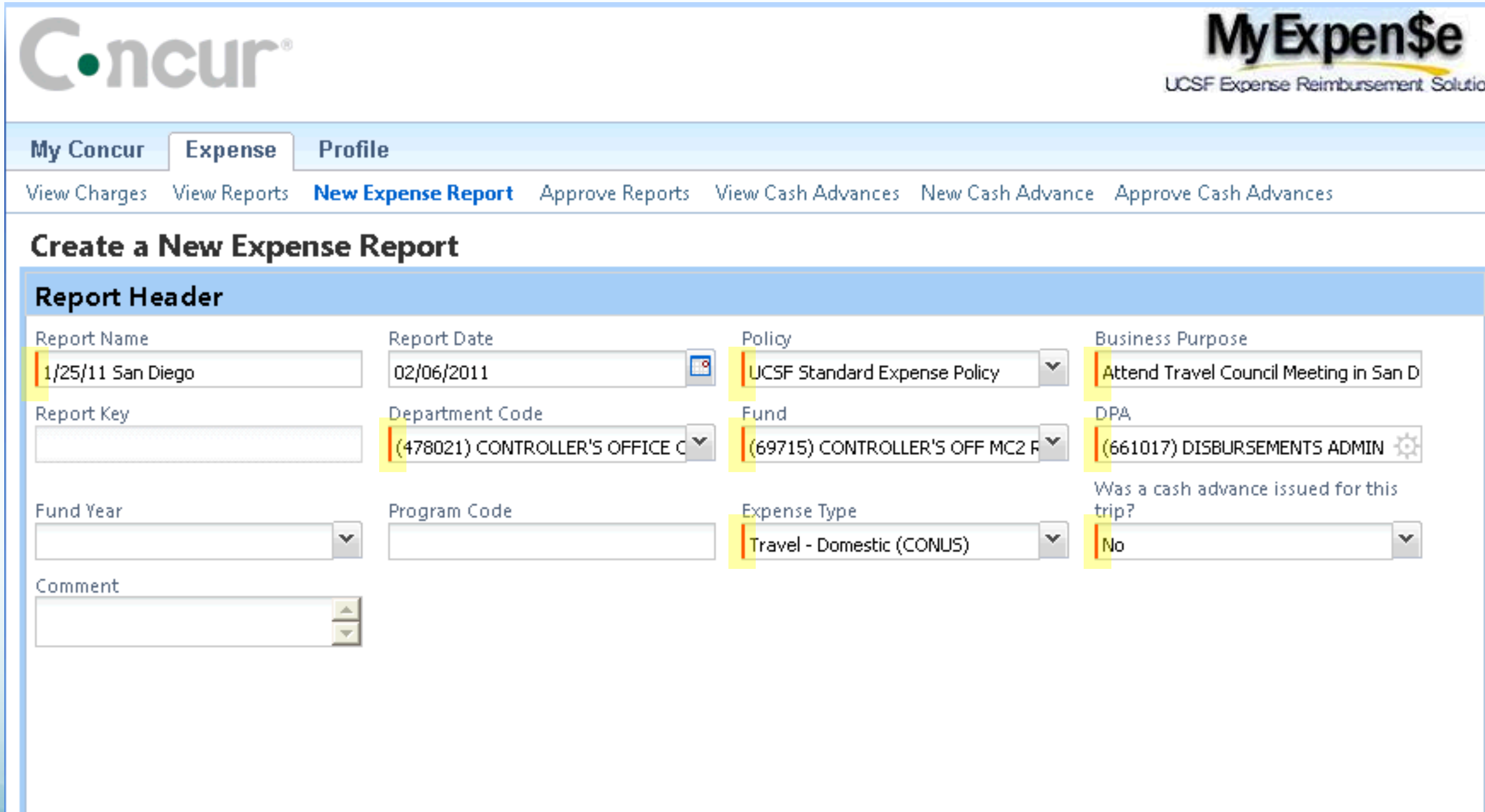
MyAccess Admin Tool	Tool used by MyAccess Administrators to manage accounts
MyAccess Admin Tool for PeopleSoft and WebLinks IDs	Tool used by PeopleSoft and WebLinks admins to manage PeopleSoft and WebLinks IDs.
MyCores	Core ordering and reporting enterprise system
MyExpense	Employee Expense Reimbursement 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	**VPN required when accessed remotely.** 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



MyExpen$e
UCSF Expense Reimbursement Solution

Report Naming Standards

Report Name
Field Limit = 32 characters

Expense Type	Report Name	Examples
Travel **ABO Preferred**	~~Trip Return Date + Destination~~ **Trip Return Date + Conference**	~~03/15/11 Los Angeles~~ **03/04/11 AHA**
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

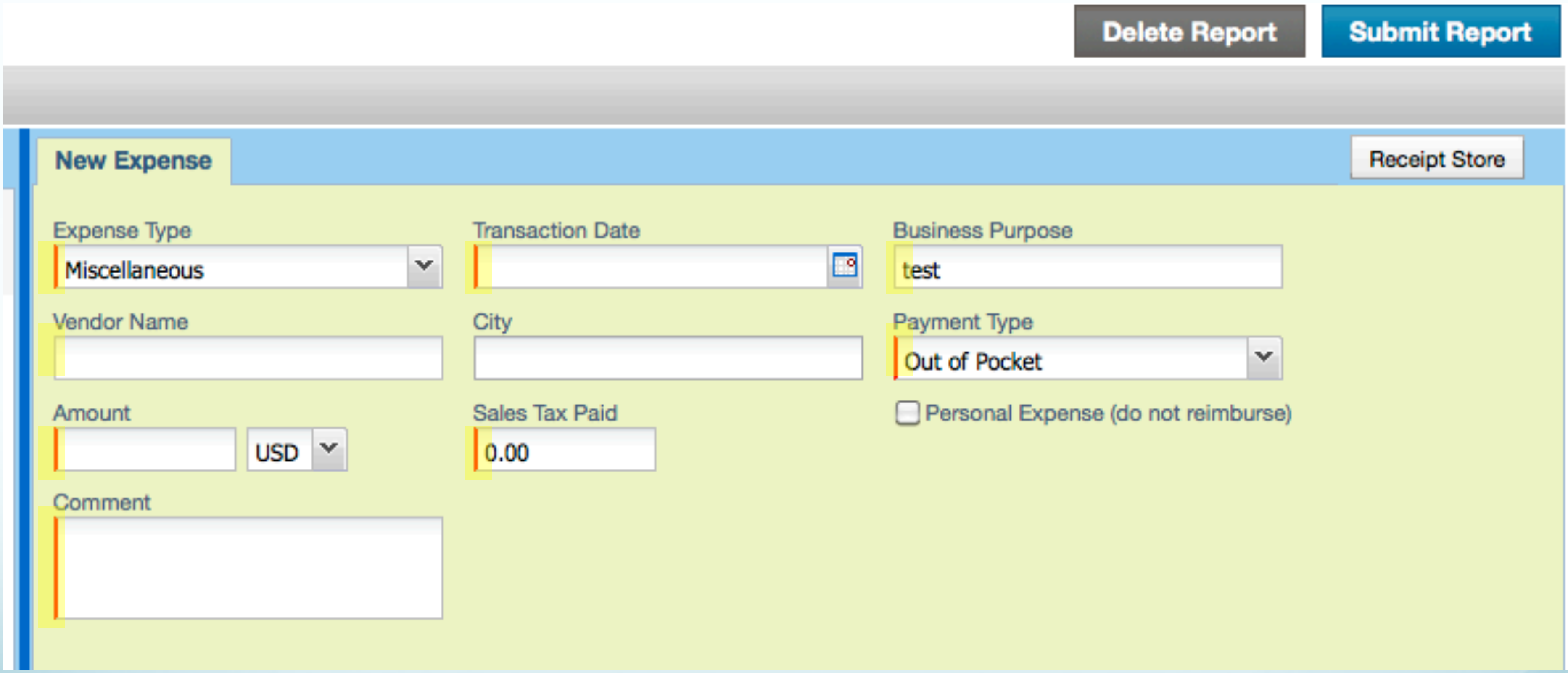
- Policy
  - UCSF Standard Expense Policy: For UCSF employees
  - UCSF Guest Travel Expense Policy: For non-UCSF employees

- 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

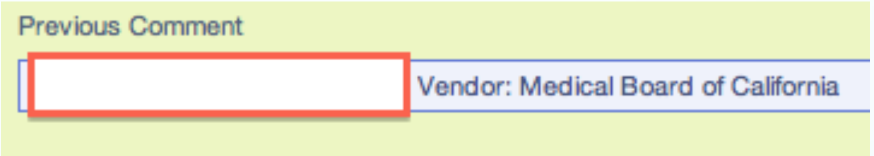


Adding a New Expense

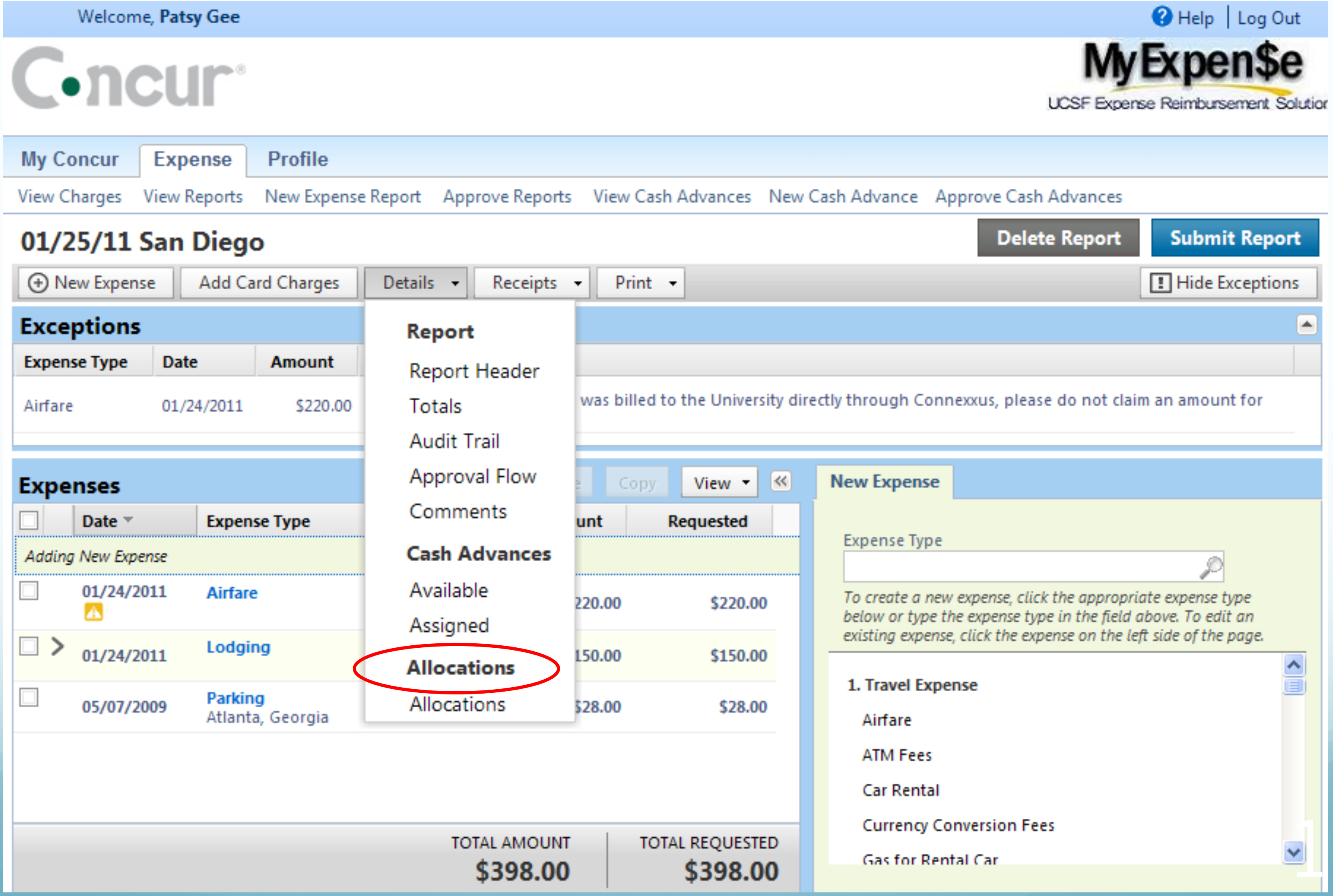
- Transaction Date: date of purchase, this date should match the receipt
- Business Purpose: can be changed if the purpose of the particular expense is different from Report Header
- Vendor Name: not required, but preferred if available
- Payment Type: defaults to “Out of Pocket”
- Amount: amount paid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

When to use the Comment Section

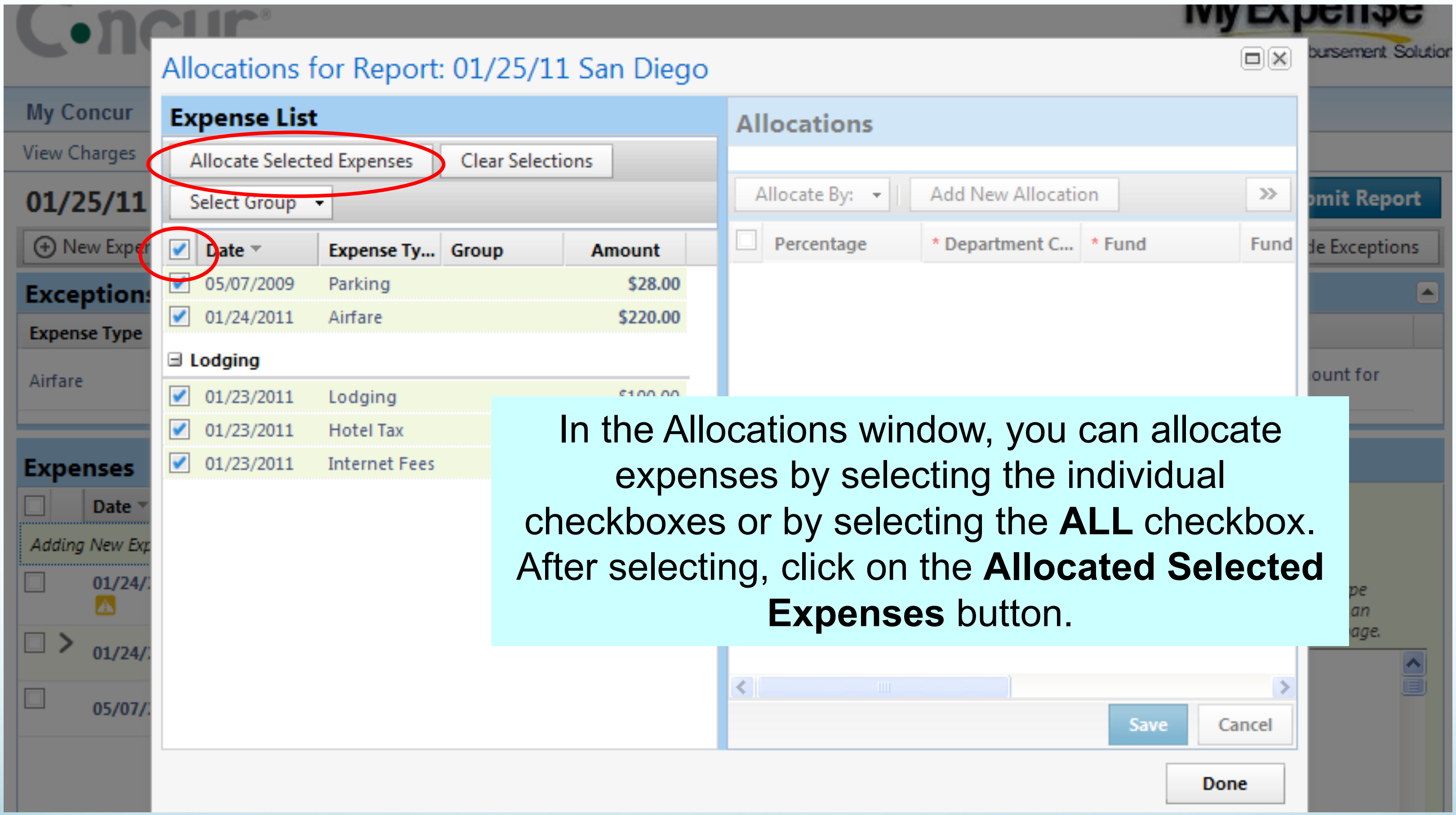
- Use the comment section to provide more information as you see fit; examples:
  - When claiming a different amount from the receipt and explain the reason
  - Expense breakdown; example: Medical Licenses that have multiple charges that equal one charge
  - When an employee, resident, fellow or CRNA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



Allocating Expenses to Multiple Funds

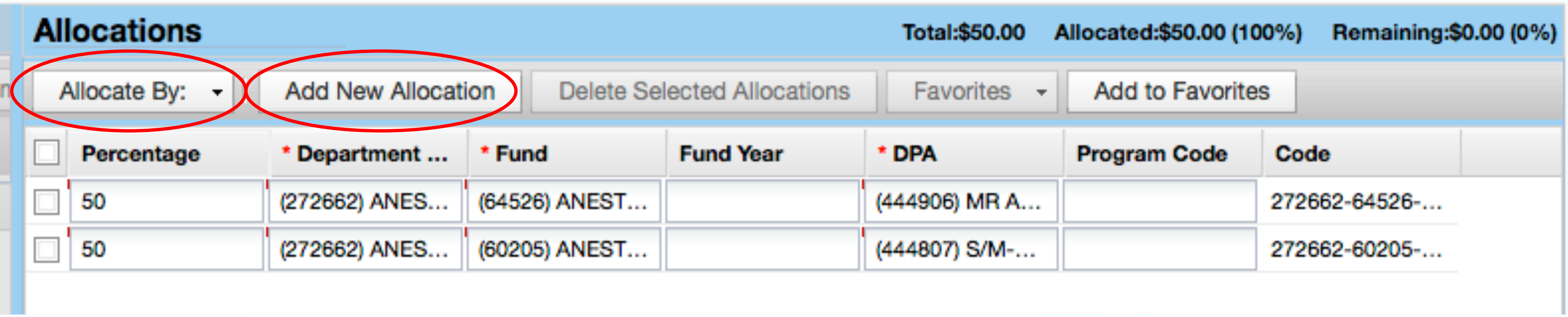


Allocating Expenses to Multiple Funds



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



1. Allocate By: **<u>percentage or amount</u>**
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

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

http://cpbc.ucsf.edu/files/Quick-Reference-Data_Privacy.pdf

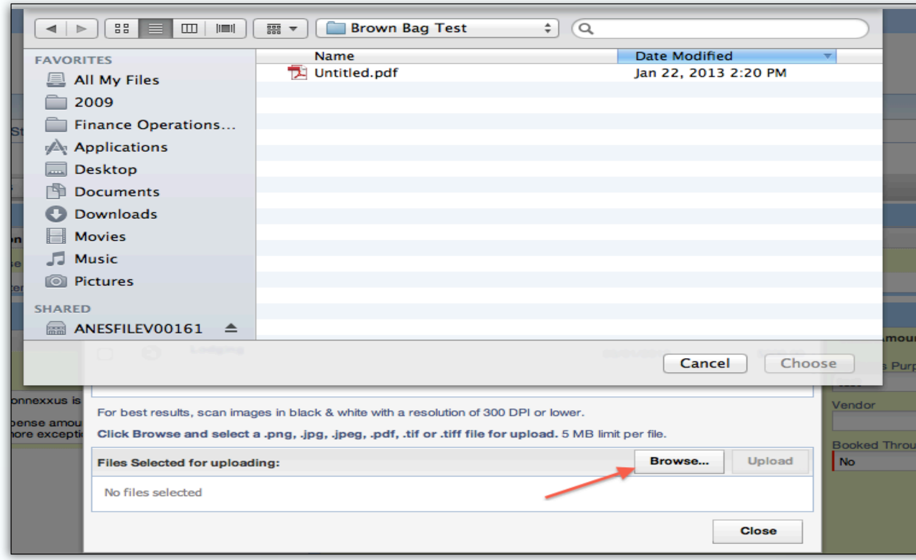
Adding Receipts

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”

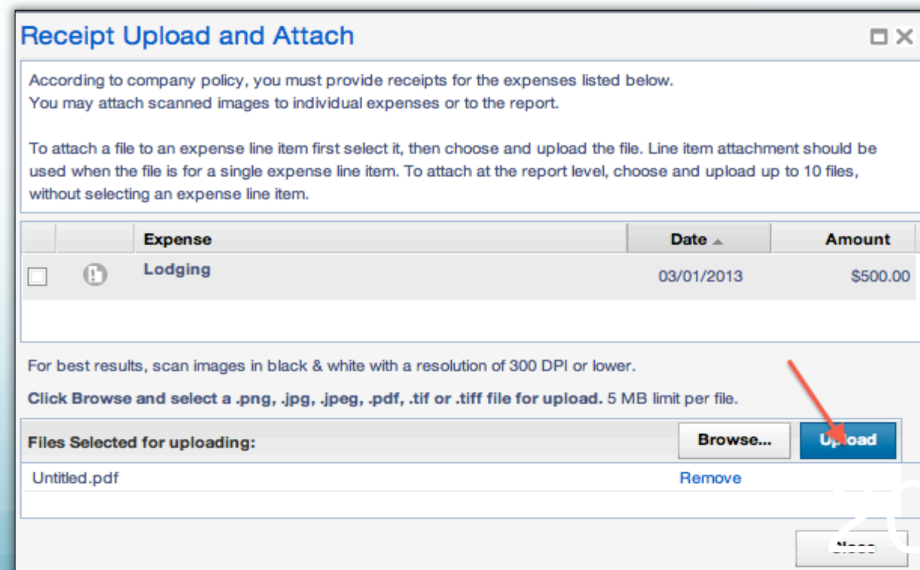
Maximum limit for each file is 5 MB, and the preferred format is PDF file.

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

1



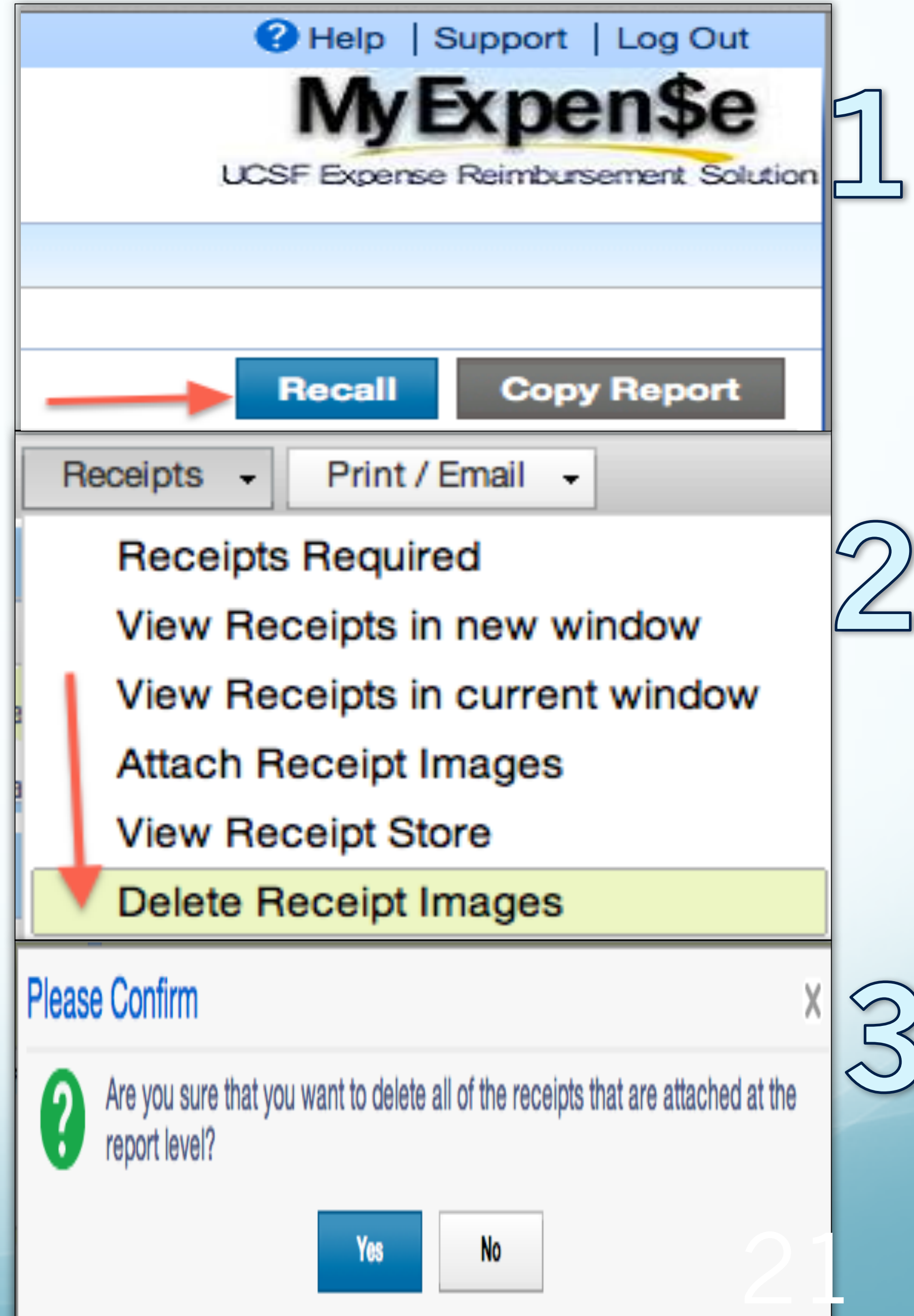
2



3

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

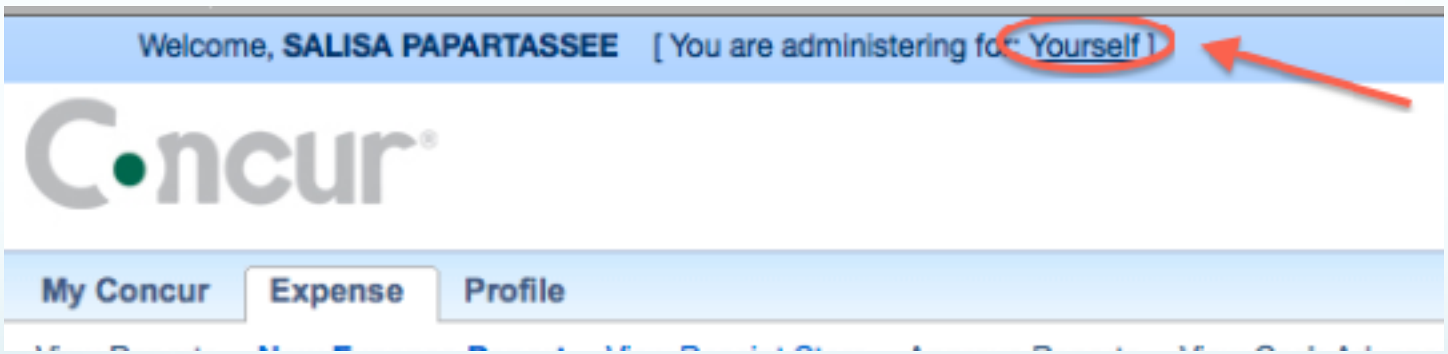


Approvers do not have the ability to delete receipts

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

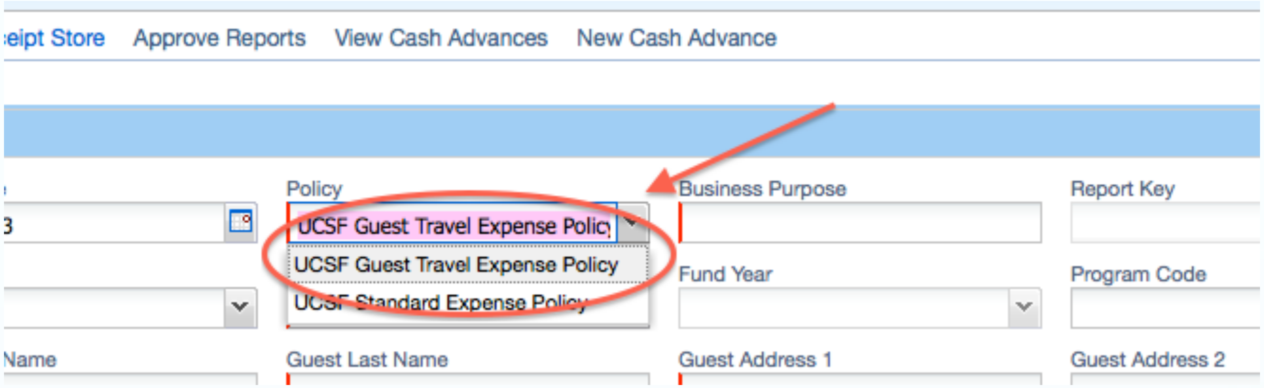
Guest Reimbursement: Things to Remember

- 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**



- 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

Certification of Expenses

REQUIRED

Expense reimbursement claim for the amount of $__________

Payable to ______________________________

I certify that the expenses were incurred by me on official University business on the dates shown, and 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.

Payee signs here →

Signature: ______________________

Print Name: ______________________

Date: ______________________

If payee cannot sign, employee signs here on behalf →

To be completed if UCSF employee is signing on behalf of the guest

Signature: ______________________

Print Name: ______________________

Job Title: ______________________

Date: ______________________

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 ______________________________

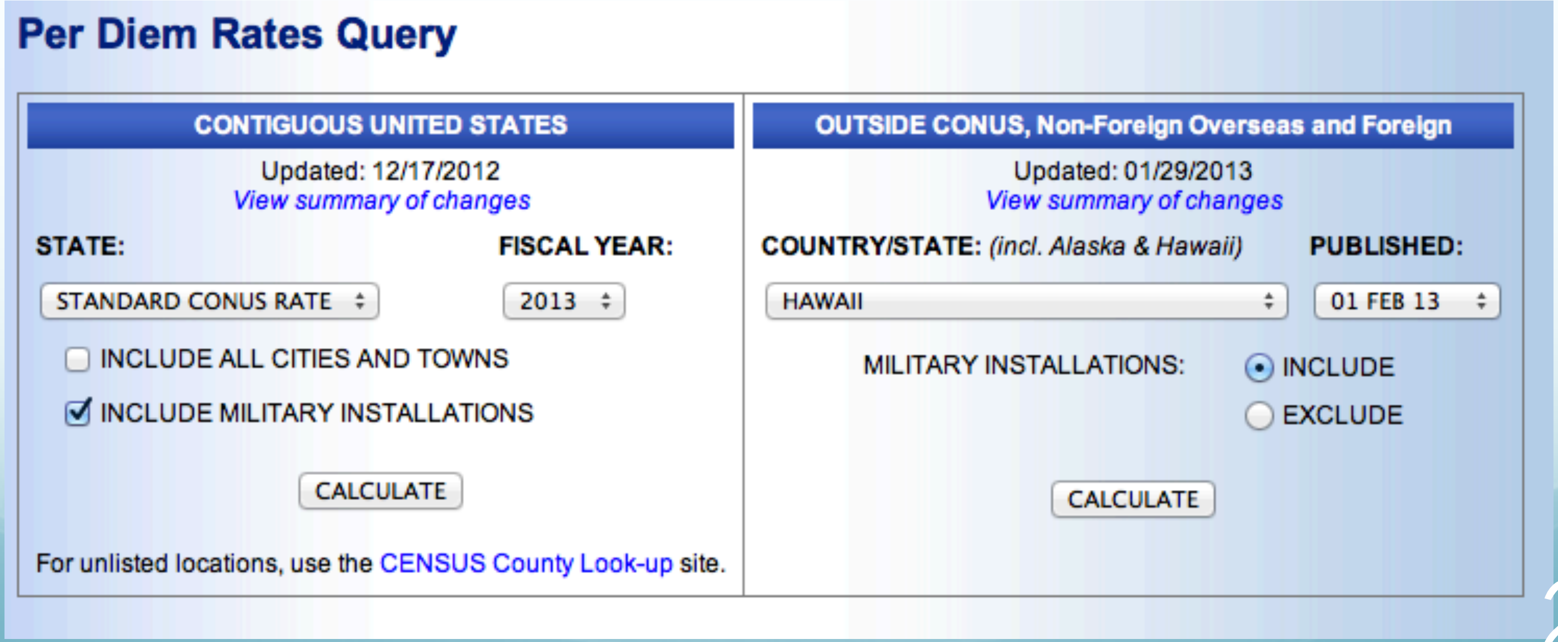
Meeting Attended (location & dates, if applicable) ______________________________

____

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



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
- Additional training:
  - http://controller.ucsf.edu/resources/training.asp (Training by Function → Reimbursement → MyExpense Training)