Create an Expense Report (ER)

- Login to mybyuh
- Enter CES net ID and password
- Click on PeopleSoft Finance
Step by Step

STEP 1 – Create an expense report
Page 3 - 6

Do you have a JPMC Corporate Travel Card (Blue)?

Yes

STEP 2 – Add JPMC transactions from MyWallet
Page 7 – 8

Do you need to add other expenses?

Yes

STEP 3 – Add other expenses
Page 9 - 22

No

STEP 4 – Add a Cash Advance
Page 23 - 25

Did you have a cash advance?

Yes

STEP 5 – Submit your Expense Report
Page 26 - 27

No

STEP 6 – Send/bring your original receipts to BYUH Travel Office
Create your Expense Report

Click on Employee Self-Service

Click on Travel and Expense Center
Case 1: Create a NEW expense report - Click on Create

Case 2: Return to an existing expense report – Click on Modify

Click on Expense Report
CASE #1 – Create your own ER -
Your ID # should appear under Empl ID so just click on Add.

CASE #2 – Create an ER for another employee -
Click on the magnifier glass and click on Search. All user IDs that you have proxy right for should appear. If not, contact the Travel Office at extension 3395 to request proxy rights. Click on the employee name and click on Add when returning to this page.

Click on Select to select your TA.

If the Select button is grayed out, there are 2 options:
• An ER was already created for this trip. Click on the back button on your browser twice and click on Modify (see page 4). You will then be able to continue the ER and make modifications.
• The TA was closed. Click on Return to Expense Report Entry to create the ER without linking the TA.
All the information from the Travel Authorization is imported on the Expense Report.

Click on Save for Later.

Once your Expense report is saved, the Report ID will appear. This is your ER number.
All transactions from your JPMC Corporate Travel Card are listed in My Wallet. The information is imported in PeopleSoft each week.

Click on the arrow and select Expenses from My Wallet and then click on Add.

In My Wallet, select all transactions that needs to be added. If the Expense Type is incorrect, you can click on it and change it to the correct type. Once everything is selected and correct, click on Done.
Once the JPMC expenses are added from the Wallet, select all duplicate transactions imported from the TA and click on **Delete Selected**.
Enter Other Expenses

Expense Type – Click on the arrow to select an expense type

Date – Enter date

Amount – Enter amount

Add expense type:
• Baggage Fee
• Car Rental
• Conference Fee
• Taxi/shuttle
• Gas
• Hotel
• Meals
• Mileage on-island
• Misc. Supplies
• Parking & Tolls
• Unallowable Travel card charge

Payment Type – Select:
• JP Morgan Visa Card – employee used his/her corporate credit card to pay for this travel expense.
• Pay Employee – employee used his/her personal fund.

Billing Type – is always Internal

Add a new line or several lines – Click on the plus sign +…. A pop-up box will open. Enter the number of line you want to add and press OK

Add a new line – Click on Add to enter a new line

Copy Select

Totals

Authorize

Save for Later

M Add expense type:
E • Baggage Fee
N • Car Rental
U • Conference Fee

• Taxi/shuttle
• Gas
• Hotel
• Meals
• Mileage on-island
• Misc. Supplies
• Parking & Tolls
• Unallowable Travel card charge

• Check from Employee
• Cash Advance
• SUBMIT the ER
Baggage Fee – Enter the date, amount, payment type and click on Detail.

Under Detail – Enter the airline name in the non-preferred merchant section.

Click on Return to Expense Report.
Car Rental – Enter the date, amount, payment type and click on Detail.

Under Detail – Click on the arrow in the Preferred Merchant section and select a rental car company.

Click on Return to Expense Report.
Add Conference Fee and Taxi/Shuttle

**Conference Fee** – Enter the date, amount and payment type.

**Taxi/Shuttle** – Enter the date, amount and payment type.

Add expense type:
- Baggage Fee
- Car Rental
- Conference Fee
- Taxi/shuttle
- Gas
- Hotel
- Meals
- Mileage on-island
- Misc. Supplies
- Parking & Tolls
- Unallowable Travel card charge
- Check from Employee
- Cash Advance
- SUBMIT the ER
Create Expense Report
Expense Detail for Gas for Rental Car (Line 4)
Vaiana Nakamitsu

Please enter or update the following information:

**Description**

*Expense Date:*
- 05/01/2011

*Payment Type:*
- Pay Employee

*Billing Type:*
- Internal

*Description:* [Input Field]

*Amount Spent:*
- 28.00

*Currency:*
- USD

*Exchange Rate:*
- 1.000000
- Default Rate

Reimbursement Amt: 28.00 USD

**Add expense type:**
- Baggage Fee
- Car Rental
- Conference Fee
- Taxi/shuttle
- Gas
- Hotel
- Meals
- Mileage on-island
- Misc. Supplies
- Parking & Tolls
- Unallowable
- Travel card charge
- Check from Employee
- Cash Advance
- SUBMIT the ER

Gas for Rental Car – Enter the date, amount, payment type and click on Detail.

Under Detail – Enter a brief explanation in the Description section.

Click on Return to Expense Report.
Hotel – Enter the date, amount, payment type and click on Detail

Under Detail – Enter the Number of Nights.

Add expense type:
- Baggage Fee
- Car Rental
- Conference Fee
- Hotel
- Meals
- Mileage on-island
- Misc. Supplies
- Parking & Tolls
- Unallowable Travel card charge
- Check from Employee
- Cash Advance
- SUBMIT the ER
There are 2 choices to claim meals during Travel:
1. Meals non-perdiem - Keep all your receipts and get reimbursed **up to** the allowed daily amount
2. Meals perdiem based - Don’t keep any receipts and receive the perdiem amount minus 25%.

Only 1 choice can be selected for the whole length of the business trip.

<table>
<thead>
<tr>
<th>Level</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.00</td>
<td>$5.85</td>
<td>$8.00</td>
<td>$9.00</td>
<td>$10.00</td>
<td>$11.00</td>
</tr>
<tr>
<td></td>
<td>$11.00</td>
<td>$8.75</td>
<td>$12.00</td>
<td>$13.00</td>
<td>$15.00</td>
<td>$16.00</td>
</tr>
<tr>
<td></td>
<td>$21.00</td>
<td>$14.65</td>
<td>$24.00</td>
<td>$27.00</td>
<td>$29.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$39.00</td>
<td>$29.25</td>
<td>$44.00</td>
<td>$49.00</td>
<td>$54.00</td>
<td>$64.00</td>
</tr>
</tbody>
</table>
**Meals Non-Perdiem** – Enter the date, exact amount, and payment type. Please note that any business meals (meals more than 1 pers.) need to include the business purpose and list of attendees. Click on Detail to add it in the Description field.

**Meals Perdiem Based** – Enter the date, payment type should always be Pay Employee, and click on Detail. PeopleSoft will calculate the daily amount based on your default location.

**Location** – Default location is selected. However, you are able to change the location by clicking on the magnifier glass if you were in a different city on that day.

Click on Per Diem Deductions to deduct any meals provided by your conference or other means.

See next page for Per Diem Deductions.
The following screen will appear after clicking on **Meals Perdiem Deduction** on the previous page.

### Create Expense Report

**Per Diem Deductions**

Please select all expenses that were paid by an establishment or an individual other than yourself.

**Per Diem Amount:** 40.50 USD

<table>
<thead>
<tr>
<th>Expense</th>
<th>Deduction Percentage</th>
<th>Deduction Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRKFAST</td>
<td>20.00</td>
<td>✔️</td>
</tr>
<tr>
<td>LUNCH</td>
<td>30.00</td>
<td>✔️</td>
</tr>
<tr>
<td>DINNER</td>
<td>50.00</td>
<td></td>
</tr>
</tbody>
</table>

- Select the meals that were provided by your conference or other means, and click on **OK**.

- Click on **Refresh Per Diem amounts** and the system will update the amount spent.

**About This Expense**

- **Expense Date:** 05/01/2011
- **Payment Type:** Pay Employee
- **Billing Type:** Internal
- **Per Diem Range:** 0 - 999 Days
- **Location:** Salt Lake City, UT
- **Description:**
- **Amount Spent:** 20.25 USD
- **Currency:** USD
- **Exchange Rate:** 1.0000000

- **Reimbursement Amt:** 20.25 USD

Click on **Return to Expense Report**.

**Add expense type:**

- Baggage Fee
- Car Rental
- Conference Fee
- Taxi/shuttle
- Gas
- Hotel
- Meals
- Mileage on-island
- Misc. Supplies
- Parking & Tolls
- Unallowable
- Travel card charge
- Check from Employee
- Cash Advance
- SUBMIT the ER
Policy Tips: Travelers using personal vehicles to travel to and from the airport may request mileage reimbursement for one round trip ($0.55 per mile) plus current airport long-term parking rates (receipts required) OR two round trips, whichever is less. Roundtrip from Laie to Honolulu Airport is 70 miles. Written approvals are needed for special circumstances that require reimbursement for both mileage and long-term parking.
Create Expense Report

Expense Detail for Misc Supplies (Line 8)

Vaiana Nakamitsu

Report ID:

Please enter or update the following information:

- Description

About This Expense

- Expense Date: 05/01/2011
- Payment Type: Pay Employee
- Billing Type: Internal
- Description:
- Amount Spent: 5.00
- Currency: USD
- Exchange Rate: 1.00000000

Reimbursement Amt: 5.00 USD

Accounting Detail
Receipt Split
Check Expense For Errors

Click on Return to Expense Report.

Misc Supplies – Enter the date, amount, payment type, and click on Detail

Under Detail – Enter a detailed Description.

M Add expense type: 
- Baggage Fee
- Car Rental
- Conference Fee
- Taxi/shuttle
- Mileage on-island
- Parking & Tolls
- Unallowable
- Check from Employee
- Cash Advance
- SUBMIT the ER

N
- Hotel
- Meals
- Misc. Supplies
Parking & Tolls – Enter the date, amount, payment type and click on Detail.

Under Detail – Enter the Description.

Click on Return to Expense Report.

Add expense type: • Baggage Fee • Car Rental • Conference Fee • Taxi/shuttle • Gas • Hotel • Meals • Mileage on-island • Misc. Supplies • Parking & Tolls • Unallowable Travel card charge • Check from Employee • Cash Advance • SUBMIT the ER
Add unallowable Travel Card Charge

Unallowable Travel Card Charge – Enter the date, amount as a NEGATIVE, payment type is always Pay Employee and click on Detail.

Under Detail— Enter the Description.

Click on Return to Expense Report.

Another screen will pop-up, under Credit Reference, enter a short description of the unallowable expense and click on OK.

If your total summary shows Due Company, you need to add another expense: Check from Employee. See next page

Add expense type:
- Baggage Fee
- Car Rental
- Conference Fee
- Mileage on-island
- Misc. Supplies
- Parking & Tolls
- Unallowable Travel card charge
- Taxi/shuttle
- Gas
- Hotel
- Meals
- Check from Employee
- Cash Advance
- SUBMIT the ER
If your total summary shows **Due Company**, you need to add another expense: **Check from Employee**.

**Check from Employee** – Enter the date, amount listed in **Due Company**, and payment type is always **Pay Employee**.

Click on **Check for Errors**, your total should change to **Due Employee** is $0.00.

Deposit the amount under **Check from Employee** in your department account and send/bring the payment receipt to BYUH Travel Office.

**Add expense type:**
- Baggage Fee
- Car Rental
- Conference Fee
- Taxi/shuttle
- Mileage on-island
- Misc. Supplies
- Parking & Tolls
- Unallowable Travel card charge
- Check from Employee
- Cash Advance
- SUBMIT the ER
Click on Apply Cash Advance.

See next page
Click on **magnifier glass**.

Click on **Advance ID** to add.
### Add expense type:

- Baggage Fee
- Car Rental
- Conference Fee
- Taxi/shuttle
- Gas
- Hotel
- Meals
- Mileage on-island
- Misc. Supplies
- Parking & Tolls
- Unallowable
- Travel card charge
- Check from Employee
- Cash Advance
- SUBMIT the ER

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**Create Expense Report**

**Apply Cash Advance(s)**

Arapata Meha

<table>
<thead>
<tr>
<th>Advance ID</th>
<th>Advance Amount</th>
<th>Balance</th>
<th>Exchange Rate</th>
<th>Total Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000295</td>
<td>100.00 USD</td>
<td>0.00 USD</td>
<td>1.00 USD</td>
<td>100.00 USD</td>
</tr>
</tbody>
</table>

- **Total Advance Applied:** 100.00 USD
- **Total Employee Expenses:** 1,475.00 USD
- **Total Due Employee:** 1,375.00 USD

Click **OK**.

Your cash advance is applied to your expense report and your totals are updated.
Click on **Check for Errors**. If any red flags appear, click on them to correct any errors.

Click on **Submit** to send the ER to your approver. Click on **Save for Later** to save the information and come back later to submit.

See next page
Send/bring all original receipts to BYUH Travel Office.

Expense Report process after you submit it:

- ER needs to be approved by your department chair/dean/director/Vice-President
- Travel Services reviews your receipts and approve your expense report to be paid.
- Accounts Payable after reviewing the receipts will process a direct deposit to your bank account or a check will be sent to your home address listed on mybyuh.