

Requesting Reimbursement for Commuter Pass Purchase (Aug 2023)

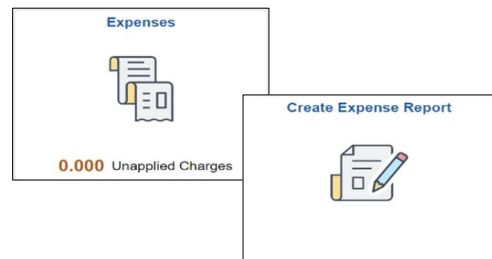
If you purchase a commuter pass to take the bus or metro to work, you may request Getty's reimbursement for that expense.

1. Purchase your commuter pass from the commuter agency or authorized retail outlet.
2. Enter your reimbursement request via a PeopleSoft Financials expense report as shown below, and route the expense report for approval.
3. Expense reports received by 3 pm each Tuesday will be processed for payment Thursday of the same week. If you have direct deposit set up with Payroll, your expense will be direct deposited on Thursday.
4. Receipts must contain the name and address of the transit authority (Tap Web Sales, Metro, etc.), date of purchase, amount of purchase, product purchased, transaction type and number. Screen shots of "stored value" is not an acceptable receipt.

PeopleSoft Financials Steps

1. Log in to PeopleSoft Financials with your Getty OneID.

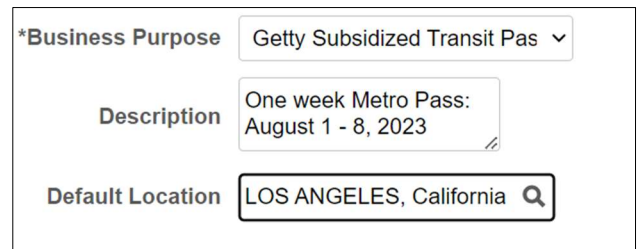
2. On the home page, click the **Expenses** tile.



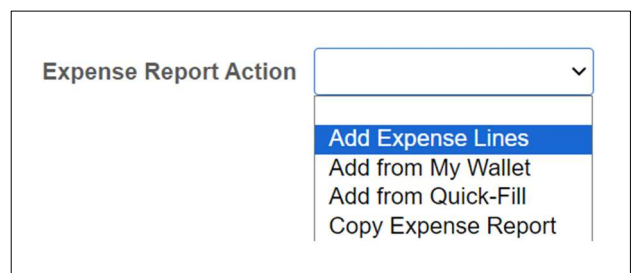
3. Click the **Create Expense Report** tile.

4. In General Information at top left:

- From the **Business Purpose** dropdown, select **Getty Subsidized Transit Pass**
- Enter a **Description**
- Select Default Location: **Los Angeles** (Quick tip: Enter "Los" and select Los Angeles.)

This screenshot shows the 'General Information' section of an expense report form. It includes three fields: '*Business Purpose' with a dropdown menu set to 'Getty Subsidized Transit Pas', 'Description' with a text box containing 'One week Metro Pass: August 1 - 8, 2023', and 'Default Location' with a search box containing 'LOS ANGELES, California' and a magnifying glass icon.

5. From the **Expense Report Action** dropdown, select **Add Expense Lines**.

This screenshot shows the 'Expense Report Action' dropdown menu. The menu is open, displaying four options: 'Add Expense Lines' (highlighted in blue), 'Add from My Wallet', 'Add from Quick-Fill', and 'Copy Expense Report'.

6. Enter the details on the line:

- **Date** (the date the pass was purchased)
- **Expense Type: Getty Subsidized Transit Pass**
- **Description:** Enter “Bus pass” plus month and year, e.g., *Bus pass - May 2015*
- Payment: **Cash** (always select Cash, even if you used a personal credit card)
- **Amount**
- Billing Type: **Internal**

If you buy multiple passes at one time, you only need to enter a single line – indicate what you purchased in the description and enter the total dollar amount.

This template codes payment of this expense to the appropriate accounting distribution (department 0116 and account 4704). **Do not change the coding.**

The screenshot shows a digital expense report form. At the top, there is a date field set to 08/10/2023. Below that is the Expense Type field, which is populated with 'Getty Subsidized Transit Pas'. The Description field contains 'One-week metro pass - August 1 - 8, 2023'. The Payment field is set to 'Cash' and the Amount field is '18.00' with a currency selector set to 'USD'. The Billing Type is 'Internal'. There are buttons for 'Attach Receipt' and 'Accounting'. At the bottom right, there is a 'Receipt Split' button. At the very bottom, there is a 'Personal Expense' toggle set to 'No'.

How to Submit your Receipt(s)

7. Receipts are required for all Getty subsidized transit passes, regardless of the amount. Please scan and attach a receipt. Following are instructions to scan and attach your receipt.

- Click the **Attach Receipt** button under the Billing Type field.
- Click the **Add Attachment** button.
- Click **Browse** and select your file.
- After selecting your file, click **Upload**.
- The file name of the uploaded receipt displays. If you have additional receipts to attach, click **Add Attachment** and follow the same steps as above. Otherwise, click **OK**.

Submit for Approval

8. When you've completed the Expense Report, click **Save** (at upper right) and then click **Review and Submit > Submit > Submit** to route it for approval. Your report will need only one level of approval (by Human Resources).

If you have any questions or need additional information, please contact Kimberly Stevens, Benefits Manager, Human Resources.