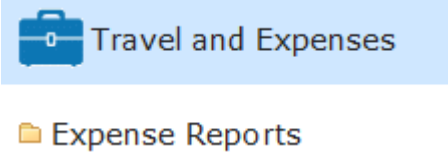
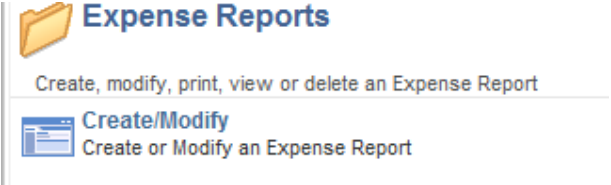
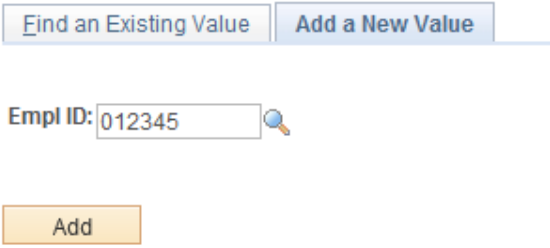
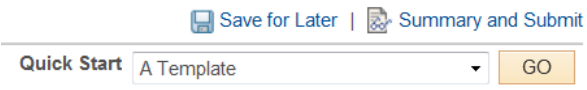
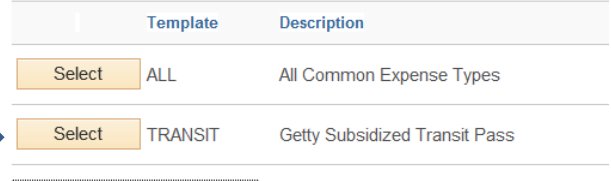


## Commuter Pass Purchase and Reimbursement

PeopleSoft has a travel and expense template that helps you quickly create an Expense Report for bus pass reimbursement. Just log in to **PeopleSoft Financials** to get started.

After logging in, follow these steps:

<p>In the FIS Home menu, select <b>Main Menu &gt; Employee Self Service &gt; Travel &amp; Expenses &gt; Expense Reports.</b></p>										
<p>Under Expense Reports, select <b>Create/Modify.</b></p>										
<p>Enter/confirm your employee ID and click <b>Add.</b></p>										
<p>From the Quick Start menu in top right, select <b>A Template</b> and click <b>GO.</b></p>										
<p>Click <b>Select</b> to the left of the <i>Getty Subsidized Transit Pass</i> template.</p>	 <table border="1"> <thead> <tr> <th></th> <th>Template</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>ALL</td> <td>All Common Expense Types</td> </tr> <tr> <td>Select</td> <td>TRANSPORT</td> <td>Getty Subsidized Transit Pass</td> </tr> </tbody> </table>		Template	Description	Select	ALL	All Common Expense Types	Select	TRANSPORT	Getty Subsidized Transit Pass
	Template	Description								
Select	ALL	All Common Expense Types								
Select	TRANSPORT	Getty Subsidized Transit Pass								

Enter the receipt date in both **From** and **To**.  
Select **One Day** and click **OK**.

Date Range

From 04/20/2015 To 04/20/2015

Add Expense Types:

One Day All Days Expense Type

Getty Subsidized Transit Pass

OK Cancel

The **Create Expense Report** screen displays. Please confirm or enter/select the highlighted information.

a ?

Actions No Travel Authorization

\*Business Purpose Getty Subsidized Transit Pass

Report Description Bus pass

Accounting Date 04/21/2015 Created 04/21/2015

Default Location LOS ANGELES, California

Attachments

Collapse All Add: My Wallet (0) Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
04/20/2015	Getty Subsidized Transit Pass	Bus pass - May 2015	Cash	100.00	USD

\*Billing Type: internal Receipt split

Default Rate  No Receipt

\*Exchange Rate 1.00000000 Reimbursement Amt 0.00 USD

Accounting Details ?

• **Actions** (upper right): Select *No Travel Authorization*.

Actions No Travel Authorization

• **Business Purpose**: Select *Getty Subsidized Transit Pass*.

• **Report Description**: Enter *Bus pass*.

\*Business Purpose Getty Subsidized Transit Pass

\*Report Description Bus pass

• **Default Location** – select *LOS ANGELES, California*. Quick tip: Type “Los” and selection will display.

Default Location LOS ANGELES, California

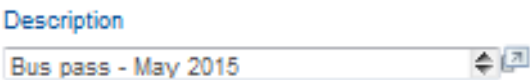


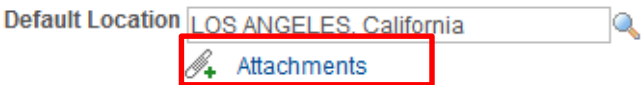
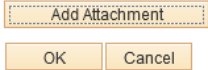

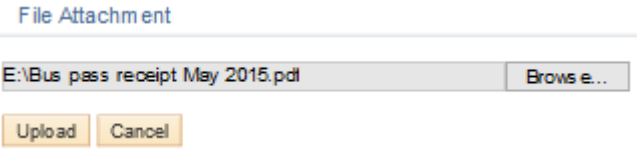
Attachments

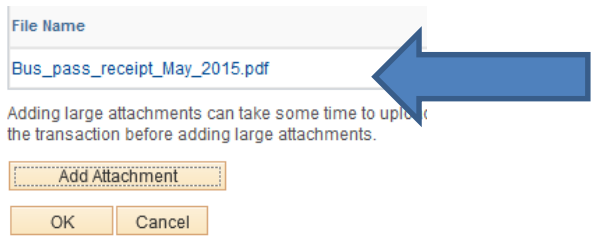

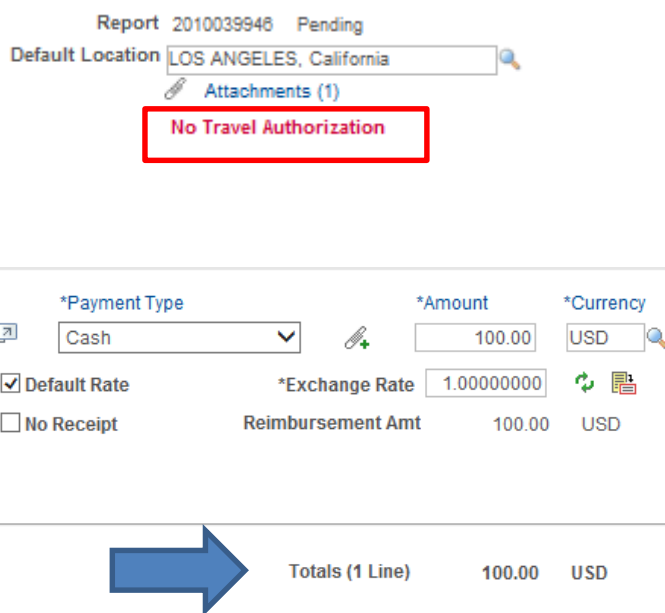

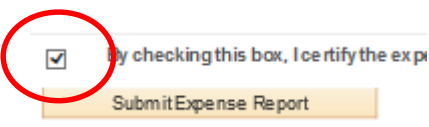
• **Date**: Enter or select the date the pass was purchased. If you purchased multiple passes at one time, you only need a single line.

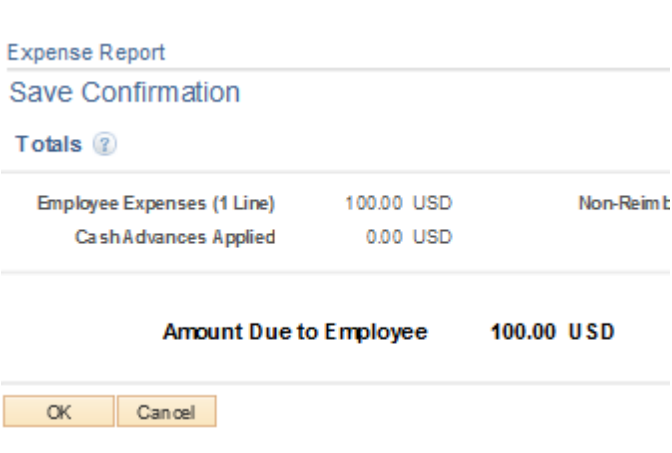
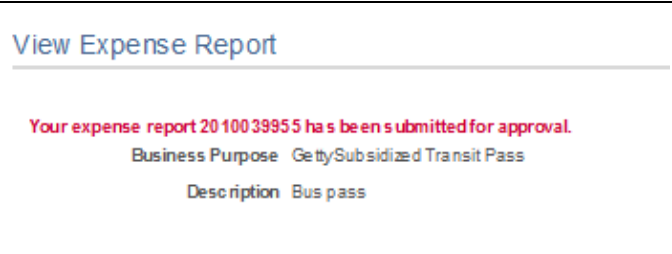
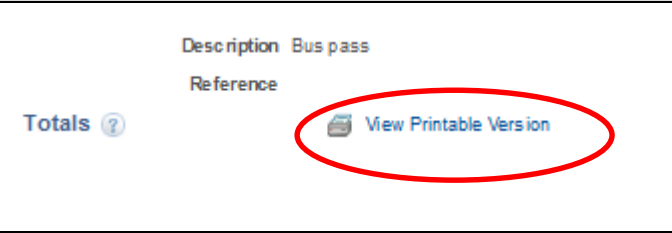

\*Date 04/20/2015

\*Expense Type Getty Subsidized Transit Pass

• **Expense Type**: Select *Getty Subsidized Transit Pass*.

<ul style="list-style-type: none"> <li>• <b>Description:</b> Enter <i>Bus pass plus month and year, e.g. Bus pass - May 2015.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Payment Type</b> – select <i>Cash</i> from menu. Always select <i>Cash</i> regardless of payment type.</li> <li>• <b>Amount</b> – Enter amount.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Accounting Details</b> – This template codes this expense to the appropriate department (department 0116 and account 4704). <i>Do not change the coding.</i></li> </ul>	
<p><b>Receipt</b></p>	
<p>A receipt is required for all Getty subsidized transit passes, regardless of the amount. Please either scan and attach a receipt OR send the receipt with a copy of your expense report to HR Benefits. Following are instructions to scan and attach your receipt. If you are mailing your receipt, skip this section and go directly to <b>Submit for Approval</b>.</p>	
<p><b>Scan and Attach a Receipt (optional)</b></p>	
<p>Click the <b>Attachments</b> hyperlink under the Default Location field.</p>	
<p>Click the <b>Add Attachment</b> button.</p>	<p>Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.</p> 
<p>Click <b>Browse</b> and select your file.</p>	
<p>After selecting your file, click <b>Upload</b>.</p>	

<p>The file name of the uploaded receipt displays. If you have additional receipts to attach, click <b>Add Attachment</b> and follow the same steps as above. Otherwise, click <b>OK</b>.</p>	
<p><b>Submit for Approval</b></p>	
<p>When you have completed the Create Expense Report screen, click <b>Save for Later</b>, in the upper right.</p>	
<p>Verify that <i>No Travel Authorization</i> displays, and that the amount in the <i>Totals</i> field is correct.</p>	
<p>Click <b>Summary and Submit</b>.</p>	
<p>At the lower left of the <b>Summary and Submit</b> screen, select the checkbox to certify that your expenses are accurate and in compliance with expense policy, and then click the <b>Submit Expense Report</b> button.</p>	

<p>In the Save Confirmation screen, click <b>OK</b>.</p>	 <p>The screenshot shows the 'Expense Report Save Confirmation' screen. It includes a 'Totals' section with a table:</p> <table border="1"> <tr> <td>Employee Expenses (1 Line)</td> <td>100.00 USD</td> <td>Non-Reimbt</td> </tr> <tr> <td>Cash Advances Applied</td> <td>0.00 USD</td> <td></td> </tr> </table> <p>Below the table, it states 'Amount Due to Employee 100.00 USD'. At the bottom, there are 'OK' and 'Cancel' buttons.</p>	Employee Expenses (1 Line)	100.00 USD	Non-Reimbt	Cash Advances Applied	0.00 USD	
Employee Expenses (1 Line)	100.00 USD	Non-Reimbt					
Cash Advances Applied	0.00 USD						
<p>A message will display that confirms your Expense Report has been submitted for approval. If you uploaded your receipt, this is your last step.</p>	 <p>The screenshot shows the 'View Expense Report' screen with a confirmation message: 'Your expense report 2010039955 has been submitted for approval.' Below the message, it lists 'Business Purpose: Getty/Subsidized Transit Pass' and 'Description: Bus pass'.</p>						
<p><b>Mail your receipt &amp; print expense report</b></p>							
<p>If you did not upload your receipt, <b>print</b> a copy of your Expense Report by clicking <b>View Printable Version</b>.</p>	 <p>The screenshot shows the 'View Expense Report' screen with a 'View Printable Version' button circled in red. The button is located next to a printer icon.</p>						
<p>Click on <b>Print Expense Report</b> in upper right.</p>	 <p>The screenshot shows a 'Print Expense Report' button with a printer icon, located in the upper right area of the screen.</p>						
<p>Send a copy of the Expense Report, along with your receipt, to HR Benefits.</p>							

For technical assistance, please contact the ITS HelpDesk at x1999. For questions related to the transit benefit, contact HR Benefits at x6523.