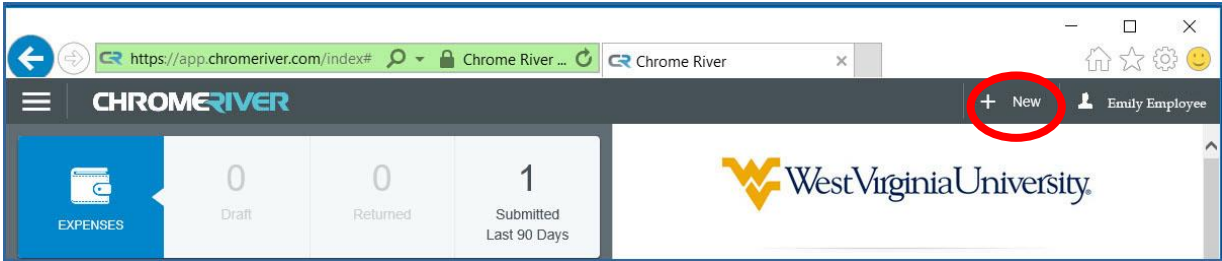


Non-Employee Reimbursement

Use this form to submit an expense report for a person who is not an employee, e.g., a candidate for a job

1. Access MyExpenses.

2. Click the **New** button in the right panel.



3. The blank worksheet page opens. Complete all white fields.

Expenses for Emily Employee

Report Name: []

Pay Me In: USD - US Dollars

Affiliation: -- Select --

Report Type: -- Select --

Trip Type: -- Select --

Payee Name: -- Select --

Travel Country: -- Select --

Travel State: -- Select --

Travel City: []

Recipient's Address: []

Departure Date: []

Return Date: []

Purpose of Trip: []

Expenses for Emily Employee

Report Name: Reimbursement for Job Candidate

Pay Me In: USD - US Dollars

Affiliation: Non Employee

Report Type: Travel

Trip Type: Domestic

Payee Name: MCGEE DANIEL - DEPT RI

Travel Country: United States

Travel State: West Virginia

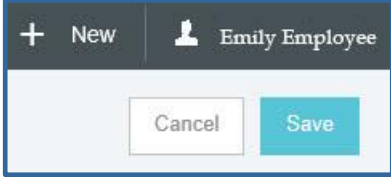
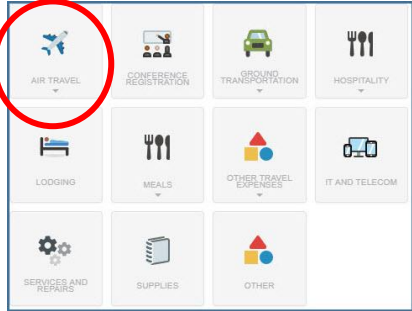
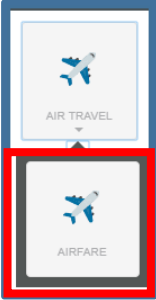
Travel City: Morgantown

Recipient's Address: 1234 Main Street, Fort Collins, Colorado 80526

Departure Date: 07/06/2017

Return Date: 07/07/2017

Purpose of Trip: Job interview

<p>4. After completing all white fields, click Save in the upper right corner.</p>	
<p>5. Click the logo for a type of expense, such as Air Travel.</p>	
<p>6. Depending on the icon you choose, a subset of expense types may be displayed. Choose one of the secondary icons.</p>	

7. The worksheet appears for the type of expense you chose (in this case, airfare).

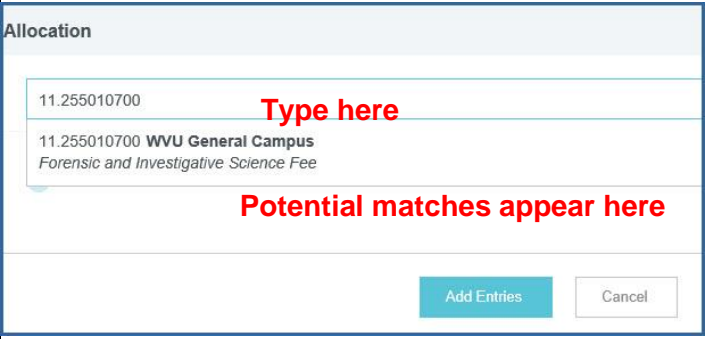
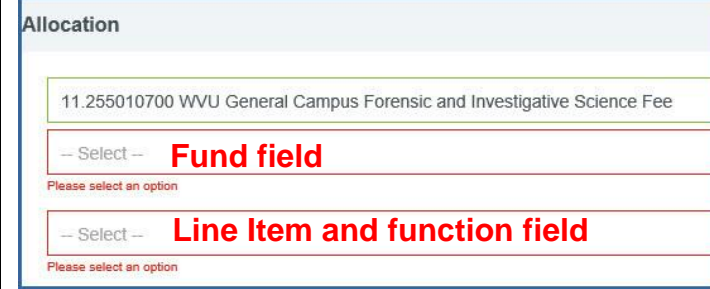
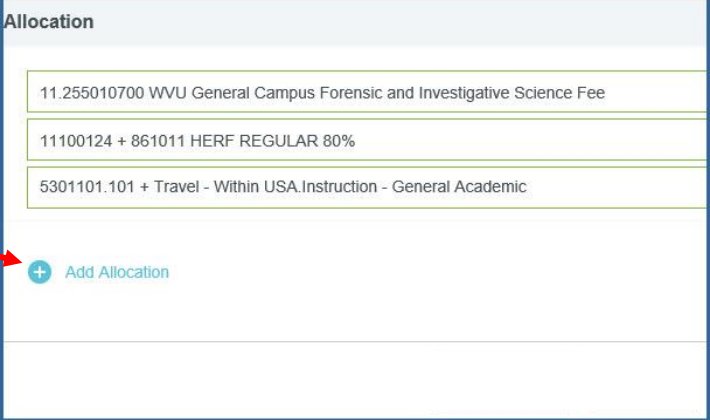
- a) Enter the first date of travel.
- b) Enter the amount spent on the ticket.
- c) Choose the air class type from the dropdown. **(Any class other than Economy will need Justification.)**
- d) Enter the accounting codes: [\(Details below\)](#)
 - 1) The first row is for the campus and Departmental Activity (Project and Task for a Grant-funded expense).
 - 2) The second row is for the fund (Award for a Grant-funded expense).
 - 3) The third row is for the Line Item and Function (Expenditure type and Expenditure Organization for a Grant-funded expense.)
- e) Click Upload Attachment to attach the receipt and other required paperwork. For a non-employee, you are required to provide documentation of the recipient's address.
- f) Click **Save**.

The screenshot shows the 'Airfare' entry form. Red letters a-f are placed over specific fields: 'a' is over the date field (07/12/2017), 'b' is over the amount spent field (0.00 USD), 'c' is over the Air Class dropdown menu, 'd' is over the Accounting Codes section header, 'e' is over the 'Click image here to upload' button, and 'f' is over the 'Save' button in the top right corner.

Allocation Details

8. Click within the Allocation field. Initially, you will see a message that no results have been found.

The screenshot shows the 'Allocation' field with a search bar and a message that says 'No Results Found'.

<p>9. Type the Campus and Departmental Activity (DA) number in this format: 11.123456789</p> <p>The system will present possible matches. If the match is correct, click it.</p> <p>Note: If you do not know the account number, enter I do not know my funding. The expense report will be forwarded to your Business Office.</p>	
<p>10. Click within the next field to enter a fund, and the following field to enter a line item and function.</p>	
<p>11. After you have identified the first account, optionally you can click Add Allocation to add another account that will pay for a portion of the expenses.</p>	
<p>12. Enter a new account number in the new Search for Allocation field, following the above steps. After doing so, you can</p> <ol style="list-style-type: none"> click the x to remove either account number, split the expenses equally clear the splits to start over 	

d) Enter a percentage or dollar amount that the second account will pay.

Allocation

b **c**

Split Equally Clear Splits

×	11.255010700 WVU General Campus Forensic and Investigative Science Fee	100 %	0.00
	11100124 + 861011 HERF REGULAR 80%		
	5301101.403 + Travel - Within USA.Institutional Support - General Administra		
a	×	Search for Allocation	Enter 2nd account number here
		0 %	0.00
		100 %	0.00


d

e) When you have entered all allocations, click **Add Entries**.

Add Entries

13. Click **Upload Attachments** to add your receipt. (You can also drag and drop the receipts.)

Attachments (0)

 Drag image here to upload **Upload Attachments**

14. The expense appears on the left side of the screen. Click **Submit**.

Reimbursement for Job Candidate

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Wed 07/12/2017	Airfare	450.00 USD	450.00

Expense Report Total Pay Me Amount **Submit**


010018909405 450.00 USD

15. A confirmation appears. Click **Submit**.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

 Submit

<p>16. Enter responses to any requests. After doing so, click Submit again.</p>	
<p>17. A verification appears.</p>	