

Requesting Reimbursement for Work-at-Home Expenses

Business expenses related to use of personal cell phone, computer, printer and/or internet access will be handled via the expense reporting process for your department/program. To request reimbursement, sign in to PeopleSoft Financials and use the Expense Report template provided, as shown below.

1. On the Home page, scroll down and on the right, click **Create Expense**.



2. Click **Add**.

3. When the blank Expense Report displays, go to the upper right to locate the Quick Start menu. From the dropdown list, select **A Template**, and then click **GO**.

Save for Later | Home | Summary and Submit

Quick Start ...Populate From **GO**

- ...Populate From
- A Template**
- A Travel Authorization
- An Existing Report
- Entries from My Wallet

4. Several templates choices display; select **Business Use - Personal Device**.

Select a Template

	Template	Description
Select	ALL	All Common Expense Types
Select	PERSDEV	Business Use Personal Device
Select	TRANSIT	Getty Subsidized Transit Pass

5. Complete the **date range** for which you request reimbursement, click the **One Day** checkbox, and then click **OK**.

Note: Date range must be in the past to request reimbursement.

Date Range

From 07/01/2020 To 07/31/2020

Add Expense Types:

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Business Use - Personal Device

OK Cancel

6. You'll be returned to the Expense Report page. Select and complete:

- Business Purpose: Local Business Expense
- Default Location: Los Angeles, California
- Report Description

*Business Purpose: Local Business Expense

Default Location: LOS ANGELES, California

Report Description: Personal computer and phone use while working from home during July 2020

Attachments

Actions: ...Choose an Action GO

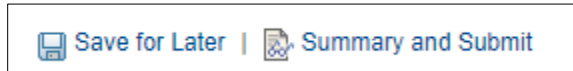
When completed, scroll down to the Expense line.

7. Complete the Expense Line for business use of personal device:

- Description
- Payment Type: **Cash**
- Amount
- “No receipt” checkbox

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/01/2020	Business Use - Personal Device	Personal Computer and Phone Use 254 characters remaining	Cash	50.00	USD
*Billing Type: Internal		Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000	
			<input checked="" type="checkbox"/> No Receipt	Base Currency Amount: 0.00	USD

8. When you’re done, go to the upper right to click **Save for Later**, and then click **Summary and Submit**.



Create Expense Report

Jane Niles

*Business Purpose: Local Business Expense
Report Description: Personal computer and phone use while working from home during July 2020

Totals

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 50.00 USD Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Save for Later | Home | **Expense Details**

*Note that if you need to make changes before submitting, the **Expense Details** link on the upper right takes you back to the report so that you can edit it.*

9. On the submittal page, at the bottom left, click the **checkbox** to indicate that you verify the expenses, and then click **Submit Expense Report**.

10. Click **OK** to confirm your submittal.

For Help

Questions concerning PeopleSoft or your Expense Report? Contact [Getty Digital Help](#).

For questions regarding reimbursement policies or procedures, please contact your supervisor or your [Human Resources representative](#).