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**.

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

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.

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

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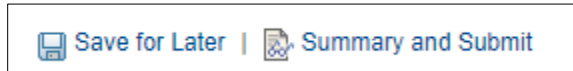   - Report Description

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

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

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.

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.*

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.