WHAT IS MYEXPENSES?

MyExpenses is WVU's new expense tool, which is used for:

- Employee reimbursements
- Travel reimbursements to individuals (i.e. candidates, outside parties)
- PCard reconciliation
  - ❖ **Going live in February**

In the 1st two months since the system launched:

- Number of reports submitted: 2,070
- $ amount reimbursed: $776,780
- Avg time from report creation to report final approval: 1 week

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TAKEAWAYS

Paperless

No paper travel forms, PCard statements, receipts, additional EBO forms

No more storing 5 years of PCard receipts

No hand-delivering or using couriers to send in settlements

Fully integrates with MAP

Single sign-on through MyAccess

Accurate funding sources

Reimbursements can now include both state and Research Corp. funding

Electronic approvals/Visibility

Delegates can submit reports on behalf of employee

Employee, supervisor and task manager can approve via email

EBO approval done through the system

See where your reports are at every step of the process

One way of processing PCard and Travel across campus

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Add Expenses

Create New

E-Wallet

All

- PCard
- Offline

Personal Account

Recycle Bin

E-Receipts

- Receipt Gallery

AIR TRAVEL	CONFERENCE REGISTRATION	GROUND TRANSPORTATION	HOSPITALITY	LODGING
MEALS	OTHER TRAVEL EXPENSES	TRAINING AND DEVELOPMENT	ADVERTISING AND PROMOTIONAL	ASSOCIATION DUES AND MEMBERSHIPS
IT & TELECOM	MERCHANDISE FOR RESALE	POSTAGE AND RELATED EXPENSES	PRINTING AND BINDING	PUBLICATIONS AND SUBSCRIPTIONS
RENTALS	SERVICES AND REPAIRS	SUPPLIES	UTILITIES	OTHER

Sort ▼   3 ◻

🚗 ▼	**P-Card WVU** **Car Rental** 07/31/2017 ▶ ENTERPRISE RENT-A-CAR	◻ **688.20** USD
P ▼	**P-Card WVU** **Parking** 07/31/2017 ▶ PGH AIRPORT PARKING	☑ **72.00** USD
🖥 ▼	**P-Card WVU Research** **IT and Telecom** 07/26/2017 ▶ APL APPLE ONLINE STORE	☑ **79.95** USD
🛏 ▼	**P-Card WVU** **Lodging** 07/07/2017 ▶ ULINE SHIP SUPPLIES	☑ **1,262.12** USD
📔 ▼	**P-Card WVU** **Supplies** 07/07/2017 ▶ DKC DIGI KEY CORP	◻ **321.99** USD
📔 ▼	**P-Card WVU** **Supplies** 07/07/2017 ▶ FRANKLINCOVEYPRODUCTS	◻ **59.89** USD

P **Parking**

Date	07/31/2017 📅
Spent	72.00 USD
Notes	
University Paid	☑
Non-reimbursable	◻

PCard Reconciliation:

- Select the transaction(s)
- Add business purpose & funding
- Attach your receipt

TRAINING OPPORTUNITIES

- ❑ Training videos (demos and simulations) and pdfs
- ❑ FAQ's
- ❑ Demos were held throughout August and September
- ❑ "Open Houses" over the last 6 weeks

Contact **pcps@mail.wvu.edu** with any questions

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