



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



TAKEAWAYS



Paperle	SS
----------------	----

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



Add Expenses



E-Wallet

All

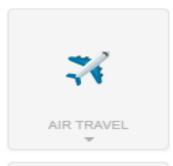
- PCard
- Offline

Personal Account

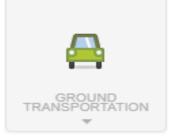
Recycle Bin

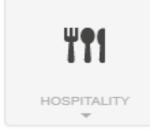
E-Receipts

Receipt Gallery























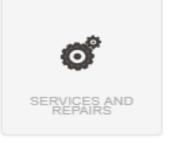


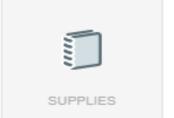






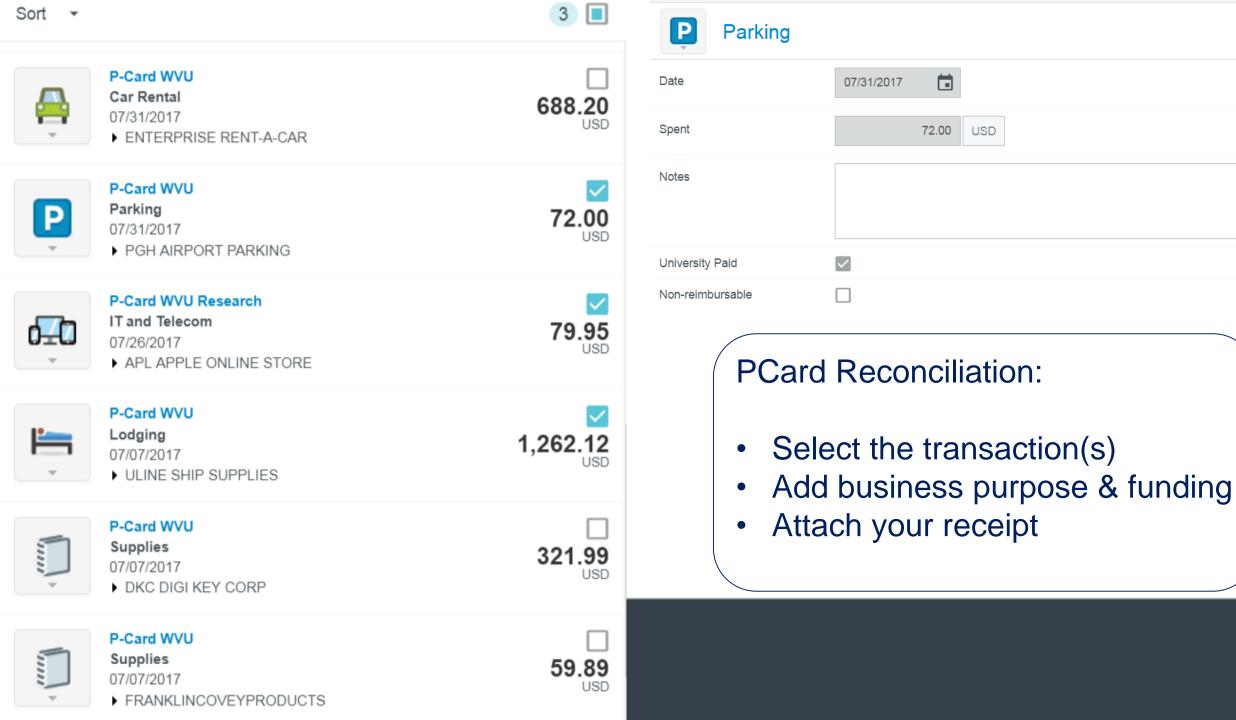












TRAINING OPPORTUNITIES

- ☐ 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

