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To save a report mid-completion, see beginning of step 6.

This guide is designed for use with any of these 4 expense types:

- cab reimbursements (pre/post call or outside rotations)
- educational allotment
- approved scholarly travel (1x/residency or orig. rsch or SEA/HVO)
- board reimbursements (ABA/TEE)

*** Steps indicated with an asterisk depend on expense type.**

Steps with no asterisk are the same, regardless of expense type.

1 | LOGIN to Peoplesoft

- At work, select **Peoplesoft** from the Partners menu
- At home, access Peoplesoft with your Partners username and password from **ibridge.partners.org**

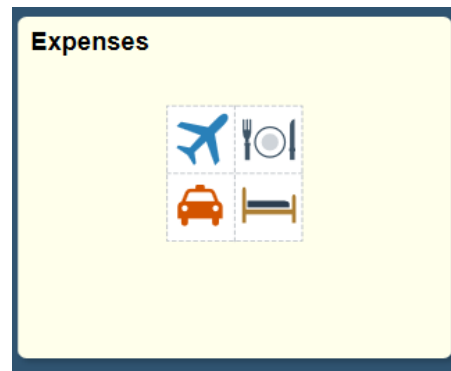


At the top of the page, beneath “Welcome ***your name***” ensure the drop down says “**Employee Self Service**”

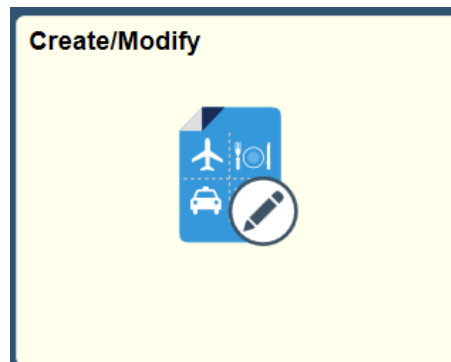
2 | OPEN a new expense report.

- Select the **Expenses** tile.

Addendum: if you do not have the Expenses tile, see **Addendum A**.



- Then, select the **Create/Modify** tile.



- Select the **magnifying glass**.

Expense Report

Find an Existing Value

Add a New Value

Empl ID



Add

Find an Existing Value | Add a New Value

updated 9.14.18

- Select your Employee ID #
(pictured here)
- Then, select **Add**

Look Up Empl ID ✕



[Help](#)

Empl ID

Name

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Empl ID	Name
	CARR,DENNIS



***3 | COMPLETE** top portion of the expense report

Create Expense Report

Dennis Carr ?

*Business Purpose Default Location *Report Description *Business Purpose Detail Reference *Approver

Expenses ?

Accounting Defaults

- **BUSINESS PURPOSE**

→ For *cabs, educational allotment, and boards*,
select “General Expense” from the drop down menu.

→ For *approved scholarly travel*,
select “Off-Site Meeting” from the drop down menu.

- **REPORT DESCRIPTION**

→ For *cabs*, enter site abbreviation, **Cab**, first initial, first few
letters of your last name

Examples*MGH Cab J Smith**NSMC Cab J Smith**WRVA Cab J Smith**MGWest Cab J Smith*


****NB: Submit a separate expense report for MGH cabs & outside rotation cabs.
Do not mix in the same expense report.**

→ For *educational allotment, boards, and approved scholarly travel*,
enter your first initial, and first few letters of your last name WITH expense type


Examples*J Smith Boards**J Smith Travel**J Smith Edu Allot*

- **REFERENCE** Leave blank.
- **APPROVER** Enter **DC60**

- **DEFAULT LOCATION**

- 
- For *cabs, educational allotment, and boards*, select the **magnifying glass** & then select **Boston, Massachusetts**.
 - For *approved scholarly travel*, select the **magnifying glass** & then select the **appropriate city for your conference**. (If it is not listed, select **OTHER – Other U.S. Cities**)

- **BUSINESS PURPOSE DETAIL**

- 
- For *cabs*, enter site abbreviation, **Cab Reimbursement** for your name, MD or DO
Example
MGH Cab Reimbursement for John Smith, M.D.
 - For *educational allotment, boards, and approved scholarly travel*, enter your first initial, and first few letters of your last name WITH expense type
Examples
J Smith Board Registration (ABA Basic or ABA Adv or TEE)
J Smith Travel (i.e. 1x/residency or original research or SEA/HVO)
J Smith Educational Allotment

4 | COMPLETE accounting defaults

- Select **Accounting Defaults**

Create Expense Report

Dennis Carr ?

*Business Purpose

*Report Description

Reference

*Approver

Default Location

*Business Purpose Detail

Expenses ?



Accounting Defaults

Create Expense Report

Accounting Defaults

- For **GL Unit**, enter **1300**
- For **Dept**, enter **MGB091**
- Select **OK**.

Accounting Summary ?				
%	GL Unit	Dept	Phys	Project
100.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 | **COMPLETE** individual expense report entries



To add expense lines, simply select the **PLUS** sign at the far right of an entry to add the next line (or the **MINUS** sign to delete a line.)

If you have many entries to enter at one time, you can select **QUICK-FILL**
(instructions are in **Addendum B**)

- **DATE** Select the date of your expense.
- **EXPENSE TYPE**
PLEASE SEE ADDENDUM D (page 14) for further expense-specific information.

→ Cabs	All Cabs:	Transportation-Miscellaneous
→ Boards	All Boards:	Registration Fees
→ Educational Allotment	Books:	Books/Articles
	Memberships:	Registration Fees
	Other items:	Fees/Other
	Meeting attendance:	Select appropriate expense type
	<i>Meetings reimbursed under the educational allotment are those where you do not have an active involvement OR to cover expenses beyond your approved scholarly travel limit (\$2500 domestic, \$2000 international)</i>	
→ Approved Scholarly Travel	Different expense types (i.e. airfare, hotel) will have different pop-up fields to fill.	

- **BILLING TYPE**
For **cabs, educational allotment, and boards**, select **Local Expenses**
- For **approved scholarly travel**, select **Local Expenses, Domestic Travel, or International Travel**, as appropriate.

- **DESCRIPTION**

→ For **cabs**, enter To/From or Precall/Postcall, site abbreviation Cab

Examples

To NSMC Cab From WRVA Cab Precall MGH Cab Postcall MGH Cab

→ For **educational allotment, scholarly travel, and boards**, please enter basic info.

Examples

Educational allotment

Edu Allot: Textbook Title

Edu Allot: QBank Title

Boards

Board: ABA Basic Reg

Scholarly Travel

Roundtrip Airfare CITY – CITY

Uber to Conf Hotel

- **PAYMENT TYPE**

Select the appropriate Payment Type
(*N.B. if you use Apple Pay, select "Credit Card"*)

- **AMOUNT**


Enter the amount

*6 | **UPLOAD** receipts

- Once you have entered all rides, select **Save for Later** in the top right of your screen.



(If at any point you want to stop filling out the expense report and continue later, you

 Save for Later

 Summary and Submit

will select this same button. In order to save for later, at a minimum you have to fill out any field with an asterisk. For instructions on re-opening an expense report to finish it, please see **Addendum C.**)

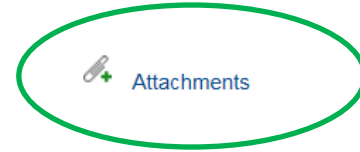
*N.B. After hitting **Save for Later**, a red flag might appear. It simply alerts you to any field you forgot to fill out.*



Actions

- In the top right, select **Attachments**

Here you can upload receipts and view receipts after uploading. PDF's work best. You can also upload jpeg if a screenshot or photo of receipt.



Total 0.00 USD

- For ***approved conference travel***, meal receipts should be itemized and there is an *additional requirement*. Please also upload the written approval (usually email) from the Program Director.
- For ***cabs***, receipt must also show the start and end points of the ride.
- For ***boards***, please also upload the line item charge on your CC.
- For ***educational allotment***, please upload itemized receipts.

Receipts must show the last 4 digits of your CC.

7 | REVIEW and SUBMIT your report

- When you have uploaded all receipts, select **Save for Later**.
- Then select **Summary and Submit**.
- On the next page (below) you will read the attestation and need to select the **check box** before selecting **Submit Expense Report**



[New Window](#) | [Help](#) | [Personalize Page](#) |

[Save for Later](#) | [Summary and Submit](#)

Modify Expense Report

Dennis Carr

*Business Purpose General Expense

Report 0000651733 [Pencil](#)

*Description

Reference

*Approver

Totals

[View Printable Version](#)

[View Analytics](#)

Employee Expenses (1 Line)	0.01 USD	Non-Reimbursable Expenses	0.00 USI
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USI

Amount Due to Employee 0.01 USD **Amount**

☐

By clicking Submit, I certify that this report accurately describes the actual and necessary business expenses incurred in compliance with PHS policies unless specifically noted. I have not received reimbursement for these expenses from any other PHS entity or outside source.

If airfare expense has been charged to a federally funded grant, I further certify that best efforts were made to obtain the lowest reasonable commercial airfare for such travel. I further certify that no alcoholic beverages were included in any expenses charged to a federal grant.

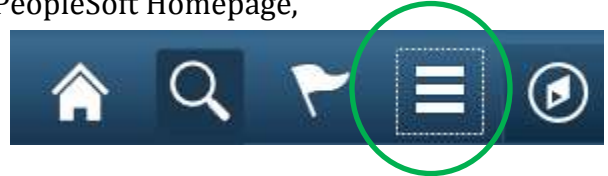
Approvers must be individuals senior to Payee. Please see PHS Policy and Procedure for Employee Business Expense for more information regarding approvers and circumstances requiring Special Approval.

[Submit Expense Report](#)

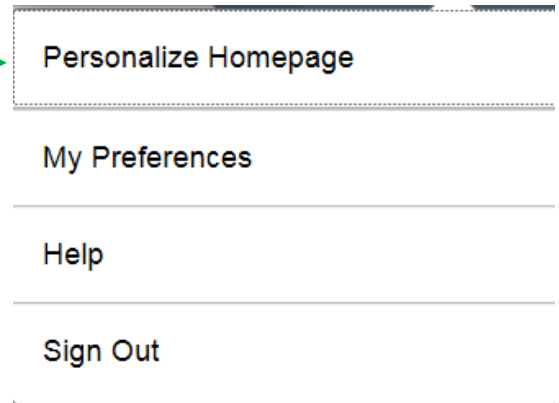
A | Addendum: Adding Expense Tile to PeopleSoft HomePage

- If you do not have the Expense Tile on your PeopleSoft Homepage,

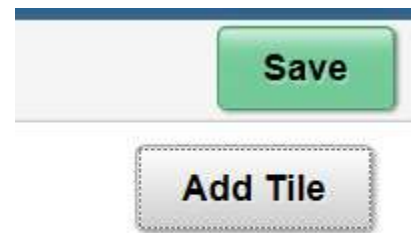
- Select the 3-line icon in the top right.



- Select **Personalize Homepage**.



- Select **Add Tile** in the top right.

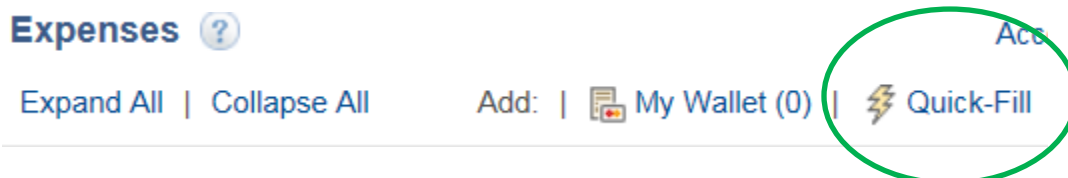


- In the popup menu, scroll down, select **Employee Self-Service - FIN**, then select **Expenses**.

- To finish, select the Green **Save** button.
You will be taken back to your homepage, which now should have the Expenses tile.

B | Addendum: Using the Quick-Fill Feature (useful for cabs)

- Select the **Quick-Fill** button.



- Enter your **Date – Range** in the popup dialog.
- Scroll down and check the box for **Transportation-Miscellaneous** under the **All Days Column**.
- Select **OK**
- You will be brought back to your expense report with the desired number of line entries to complete. ***This only will prefill date and expense type – You will still need to go back to Step 5 on p. 5 and continue.***
 - Quick Fill is useful if you have consecutive dates.
 - It is also useful even if you do not have consecutive dates.
Say you have 10 cab rides that are not on consecutive days. In Quick-Fill, select any period of 10 consecutive days (then select **Transportation-Miscellaneous** in the **All-Days Column**) and hit OK.
 - When you are brought back to the report, you have 10 lines pre-filled with “transportation-miscellaneous.”
You will simply need to correct the dates on each one, and complete each line entry (This will only save you hitting the **PLUS** sign after each line).

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 05/21/2018 To 05/21/2018

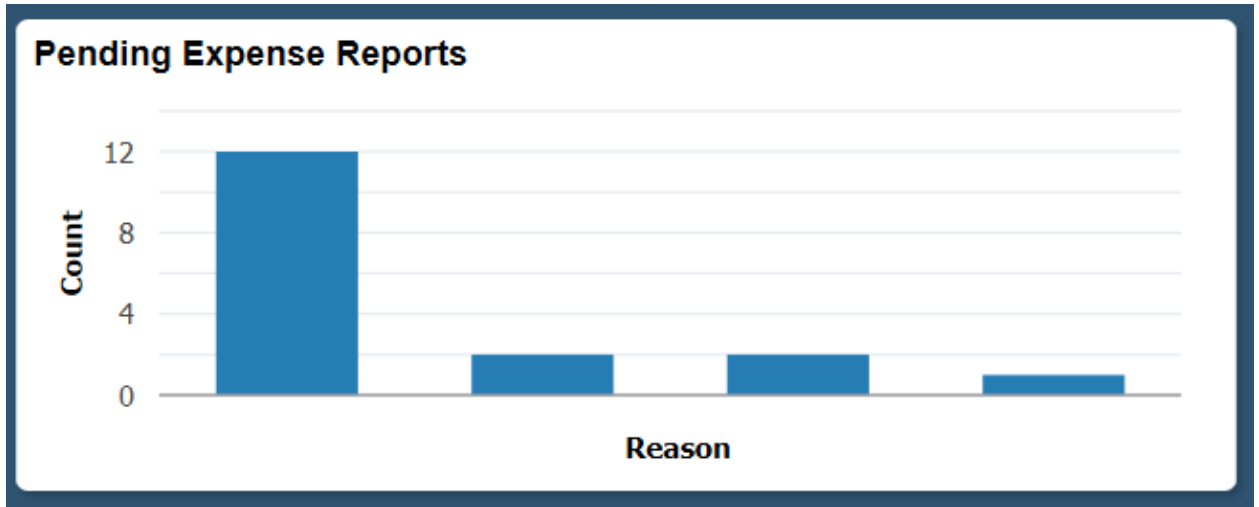
Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Membership Dues
<input type="checkbox"/>	<input type="checkbox"/>	Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Parking
<input type="checkbox"/>	<input type="checkbox"/>	Registration Fees
<input type="checkbox"/>	<input type="checkbox"/>	Rental Car
<input type="checkbox"/>	<input type="checkbox"/>	Subscriptions
<input type="checkbox"/>	<input type="checkbox"/>	Tolls
<input type="checkbox"/>	<input type="checkbox"/>	Transportation - Miscellaneous

OK **Cancel**

C | Addendum: Re-Opening a Saved Expense Report to Finish

- Login to **Peoplesoft** and select the **Expenses** tile.
- Select the **Pending Expense Reports** tile.



- Select the **REPORT ID (in blue)** of the report you wish to finish.

Reason	Employee	Created Dt	Report ID	Report Description
Saved for Later		05/21/2018	0000651791	Test



D | Addendum: Expense Specific Reimbursement Information

○ ***Cabs***

Resource:

[https://ether.mgh.harvard.edu/wiki/index.php?title=Taxi / Cab Reimbursement Policy for Residents and Trainees](https://ether.mgh.harvard.edu/wiki/index.php?title=Taxi_Cab_Reimbursement_Policy_for_Residents_and_Trainees)

○ ***Educational Allotment***

Resource:

<https://ether.mgh.harvard.edu>

Search for **Resident Handbook** and select **8.1 Educational Allotment**.

Can be submitted at any time; however they will only be approved every three months.

Residents are allotted \$750/year; unused funds do not roll over year-to-year.

Reimbursable: Books, society memberships, meeting *attendance* (e.g., registration, travel, lodging), Meeting materials (e.g., poster printing), stethoscopes, lead aprons



Non-allowable expenses: medical licensure, DEA, Step 3 Fees, ABA Oral Board Exam Fees, Cell phones/monthly charges, computers, digital cameras, internet fees, iPad/e-readers & accessories, Data plans or service/maintenance fees, parking on-site or off-site, commuting expenses, Audio players (e.g. MP3 players), iPods or similar, Meals (outside of approved meeting travel), printers, scanners, sales tax, clothing (except lead aprons which are allowed)

○ ***Boards***

Resource:

<https://ether.mgh.harvard.edu>

Search for **Resident Handbook** and select **8.2 Additional Financial Support**.

Only standard registration fees are reimbursed. Late fees are **not** reimbursable.

○ ***Scholarly Travel***

Resource:

[https://ether.mgh.harvard.edu/wiki/index.php?title=Travel Support for Resident Scholarly Work](https://ether.mgh.harvard.edu/wiki/index.php?title=Travel_Support_for_Resident_Scholarly_Work)

Resource:


<https://grcarcher.partners.org/apps/ArcherApp/Home.aspx?workspaceId=-1&requestUrl=.%2fGenericContent%2fRecord.aspx%3fid%3d221820%26moduleId%3d65#redirect>

Scholarly Travel Selected Highlights:

Program director approval must be received in writing prior to any travel arrangements and MUST be uploaded as an attachment with the expense report.

Meals breakfast \$20 | lunch \$30 | dinner \$65 | beverage/snack \$7.50

Airfare coach class only

Lodging  daily standard rate single room not greater \$300/night, not incl. tax

if Boston, New York, Washington DC, Los Angeles, or San Francisco, daily standard rate single room not greater than \$400/night, not incl. tax

Other scholarly travel expenses can include poster printing, rental car, Ubers, and conference registration fees.