

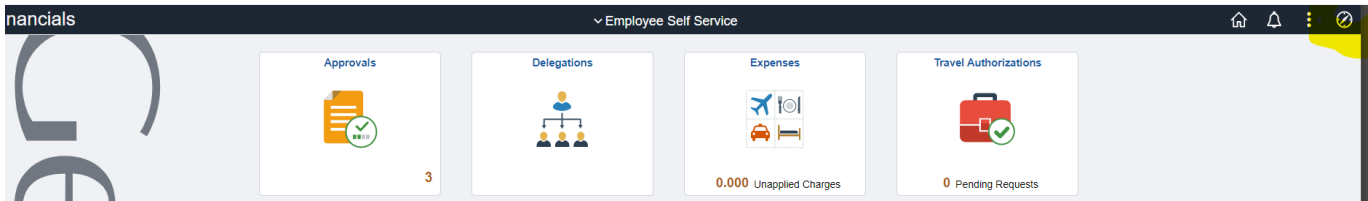
Commuter Pass Reimbursement

PeopleSoft has a travel and expense template that helps you quickly create an Expense Report for bus pass reimbursement. Just log in to **PeopleSoft Financials** to get started.

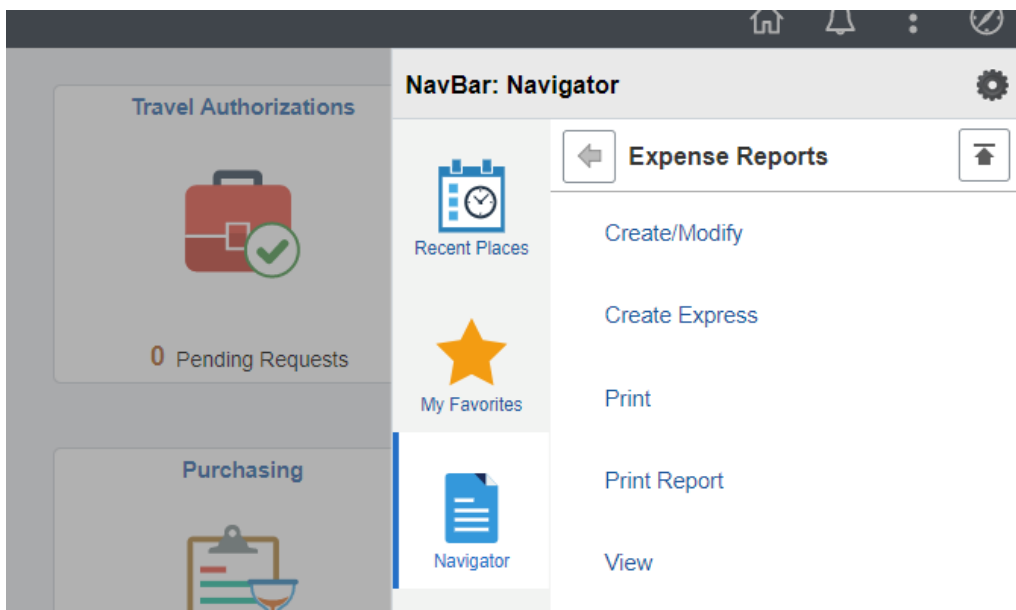
After logging in, follow these steps:

From the FIS Home menu, select

- Nav Bar, clock icon, on far right



- Select blue **Navigator** button >Employee Self Service > Travel and Expenses > Expenses > **Create/Modify**



- Enter/confirm your employee ID and click **Add**.



Expense Report

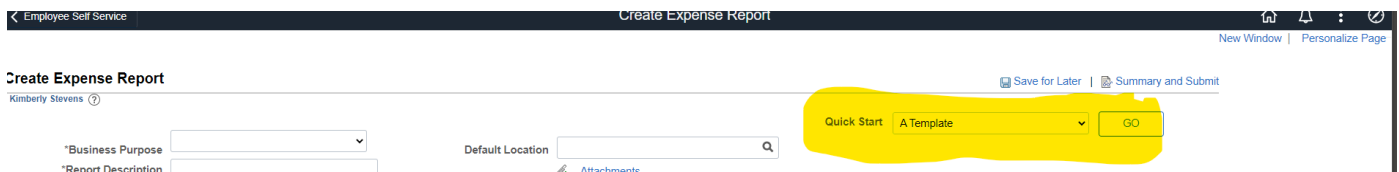


Empl ID



[Find an Existing Value](#) | [Add a New Value](#)

- From the **Quick Start** menu in top right, select **A Template** (from drop-down menu) and click **GO**.



- Click **Select** to the left of the **Transit** Getty Subsidized Transit Pass

Create Expense Report

Select a Template

Report ID NEXT

	Template	Description	Template Type
<input type="button" value="Select"/>	ALL	All Common Expense Types	Public Template
<input type="button" value="Select"/>	PERSDEV	Business Use Personal Device	Public Template
<input type="button" value="Select"/>	TRANSIT	Getty Subsidized Transit Pass	Public Template

[Return to Expense Report Entry](#)

- Enter the receipt date in both **From** and **To**. Select **One Day** and click **OK**.

Template TRANSIT Description Getty Subsidized Transit Pass

Date Range

From 04/21/2022 To 04/21/2022

Add Expense Types:

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Getty Subsidized Transit Pass

- The **Create Expense Report** screen displays. Please confirm or enter/select the highlighted information. See additional details below.

Employee Self Service | Create Expense Report | New Window | Personalize Page

Create Expense Report | Save for Later | Summary and Submit

Kimberly Stevens

*Business Purpose: Getty Subsidized Transit Pass
 *Report Description: Bus Pass

Default Location: LOS ANGELES, California

Actions: No Travel Authorization | GO

Accounting Date: 04/21/2022 | Creation Date: 04/21/2022

Expenses

Date	Expense Type	Description	Payment Type	Amount	Currency
04/21/2022	Getty Subsidized Transit Pass	Bus Pass Mar 2015	Cash	100.00	USD

*Billing Type: Internal | *Exchange Rate: 1.00000000 | Base Currency Amount: 100.00 USD



<ul style="list-style-type: none"> Actions (upper right): Select <i>No Travel Authorization</i>. 	
<ul style="list-style-type: none"> Business Purpose: Select <i>Getty Subsidized Transit Pass</i>. Report Description: Enter <i>Bus pass</i>. 	
<ul style="list-style-type: none"> Default Location – select <i>LOS ANGELES, California</i>. Quick tip: Type “Los” and selection will display. 	
<ul style="list-style-type: none"> Date: Enter or select the date the pass was purchased. If you purchased multiple passes at one time, you only need a single line. Expense Type: Select <i>Getty Subsidized Transit Pass</i>. 	
<ul style="list-style-type: none"> Description: Enter <i>Bus pass plus month and year, e.g. Bus pass - May 2015</i>. 	
<ul style="list-style-type: none"> Payment Type – select <i>Cash</i> from menu. Always select Cash regardless of how you actually paid for the bus pass. Amount – Enter amount. 	

Receipt

A receipt is required for all Getty subsidized transit passes, regardless of the amount. Please either scan and attach a receipt OR send the receipt with a copy of your expense report to HR Benefits. Following are instructions to scan and attach your receipt. If you are mailing your receipt, skip this section and go directly to **Submit for Approval**.

Scan and Attach a Receipt (optional)

Click the **Attachments** hyperlink under the Default Location field.

Default Location 
 [Attachments](#)

Click the **Add Attachment** button.

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Click **Browse** and select your file.

File Attachment

After selecting your file, click **Upload**.

File Attachment

The file name of the uploaded receipt displays. If you have additional receipts to attach, click **Add Attachment** and follow the same steps as above. Otherwise, click **OK**.

File Name

Adding large attachments can take some time to upload the transaction before adding large attachments.

Submit for Approval

When you have completed the Create Expense Report screen, click **Save for Later**, in the upper right.

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

At the lower left of the **Summary and Submit** screen, select the checkbox to certify that your expenses are accurate and in compliance with expense policy, and then click the **Submit Expense Report** button.

By checking this box, I certify the exp

Submit Expense Report