

Instructions for Completing the

Employee Expense Worksheet (UM 1612)

Please note that parts of this form are password protected. You will only be able to input data where you are allowed, according to the protected settings.

Employee Expense Worksheet (EEW)

Use the EEW to document expenses to be reimbursed to an employee. Complete the EEW online. The form is programmed to automatically calculate the mileage rate, the total of each line, and the total of each page of the form.

HEADER

1. **Expense Report Number:** The preparer can enter the expense report number assigned in PeopleSoft (PS)
2. **Employee ID:** Enter the employee ID number.
3. **Authorization ID Number:** Enter the number of the travel authorization if one was processed in PS.
4. **Name:** Enter employee's name
5. **Advance ID Number:** Enter the number of the Cash Advance if one was processed in PS.
6. **Address:** Enter the employee's home address.
7. **Travel Destination, Purchase Location:** Enter the city, state
8. **City/State/Zip:** Enter the city, state, and zip of the employee's home address.
9. **Travel/Purchase Date:** Enter the appropriate travel or purchase dates. Use mm/dd/yy.
10. **Frequent Flyer Miles Earned (optional):** Enter the number of FF miles that were earned on this trip.
11. **Travel Times (AM/PM):** Enter the depart and return times from and to home.
12. **Frequent Flyer Miles Used (optional):** Enter the number of FF miles used on this trip
13. **Foreign Conversion Rate:** Enter the foreign conversion rate, if applicable.
14. **Detail Expenses Justification:** Provide the 5 W's – who, what, where, when, and why – for the justification. Only 4 lines of description will show when printed, or approximately 700-800 characters.

LINE DETAILS

1. **Date:** Use mm/dd/yy to enter the date for the expenses on the line.
2. **Detail Description:** Use this field to describe expenses on this line that need more detail (ex. Transportation Other, Hospitality, or Other). Only 2 lines of description will show when printed, or approximately 84 characters.
3. **Miles:** Enter number of miles driven.
4. **Rate:** This defaults to the current IRS mileage reimbursement rate. This field can be changed if the mileage rate was different on the date of the travel.
5. **Mileage:** This will auto-calculate based on Miles multiplied by Rate.
6. **Airfare:** Enter the airfare expense.
7. **Other:** Enter any other transportation costs (car rental, taxi, bus, shuttle, etc.)

8. **Lodging:** Enter the lodging expense.
9. **Select BLD or Full:** Check the boxes next to the meals that apply for the day.
10. **\$ Amount:** Enter the per diem \$ amount total for the meals that are checked.
11. **Hospitality/Group Meals:** Enter total of the hospitality or group meal.
12. **Other:** This field can be used for expenses not covered in the other fields.
13. **Additional Page(s) Total:** The totals from the additional pages will auto-calculate and populate this field.
14. **Total Amount to be Reimbursed:** This field will auto-calculate the sum of the page 1 total and the additional page(s) total.

PREPAID EXPENSES-optional

1. **Document Number:** Enter the payment document number of the prepaid expense.
2. **Amount:** Enter the total of the prepaid expense.
3. **Total:** This field auto-calculates the total of all prepaid expenses

CHARTFIELDS-optional

1. Enter the chartfields for the reimbursement of the employee expenses.
 - a. For non-sponsored accounts use the FUND, DEPTID, PROGRAM, and ACCOUNT and optional C1, C2, Fin EmplID if needed.
 - b. For sponsored accounts use the FUND, DEPTID, PCBU, PROJECT, ACTIVITY, ACCOUNT (CF1, CF2, Fin EmplID, and CS if appropriate)
 - c. Amount: enter the amount to be reimbursed for the chartfield string.

SIGNATURES

1. Signature of Payee and Date: If the payee is the preparer of this report in PS, their electronic signature is sufficient.
2. Optional Authorized Signature and Date: Electronic approval in PS is sufficient.

Helpful Links (blue hyperlinks on page 1):

- The 1st link is to the GSA site for Domestic Per Diem Rates.
- The 2nd link is to the GSA Meals and Incidentals Expenses breakdown.