Travel Expenses
Use this form to submit an expense report for travel expenses such as hotels and airfare, paid by the employee’s funds.

1. Access MyExpenses:
   - Log in at myaccess.wvu.edu
   - Click the MyExpenses tab
   - Click the MyExpenses button

2. Click the **New** button in the right panel.
3. The blank page opens. Complete all white fields.

![Expense Form Image]

4. After completing all white fields, click **Save** in the upper right corner.
5. From the icon grid, select the category of expense, such as Air Travel or Lodging.

6. Depending on the icon you choose, a subset of expense types may be displayed. If necessary, choose one of the secondary icons.

7. Complete the details for the expense. These details will vary, depending on the category.

8. Enter the account paying for the purchase.

   (If you do not know the account number, enter 00001 Default Allocation in the Allocation field. The expense report will be forwarded to your EBO.)
9. Type the campus and Departmental Activity (DA) number in this format:
   11.123456789
   The system will present possible matches. If the match is correct, click it.

<table>
<thead>
<tr>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.255010700</td>
</tr>
<tr>
<td>11.255010700 WVU General Campus Forensic and Investigative Science Fee</td>
</tr>
</tbody>
</table>

Potential matches appear here

10. Click within the next field to enter a fund, and the following field to enter a line item and function.

<table>
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</table>

- Fund field
- Line Item and function field

11. After you have identified the first account, optionally you can click **Add Allocation** to add another account that will pay for a portion of the expenses:

<table>
<thead>
<tr>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.255010700 WVU General Campus Forensic and Investigative Science Fee</td>
</tr>
<tr>
<td>11100124 + 861011 HERF REGULAR 80%</td>
</tr>
<tr>
<td>5301101.101 + Travel - Within USA Instruction - General Academic</td>
</tr>
</tbody>
</table>

Add Allocation
12. Enter a new account number in the new Search for Allocation field, following the above steps. After doing so, you can
   a) click the x to remove either account number,
   b) split the expenses equally
   c) clear the splits to start over
   d) Enter a percentage or dollar amount that the second account will pay.

13. Click **Upload Attachments** to add your receipt. (You can also drag and drop the receipts.)

14. You will need to certify that the expenses are true and for legitimate business purposes.

15. Enter responses to any requests for verification. Then click **Submit** again.

16. A verification appears.