

# **MyMeeting & Hosted Events**

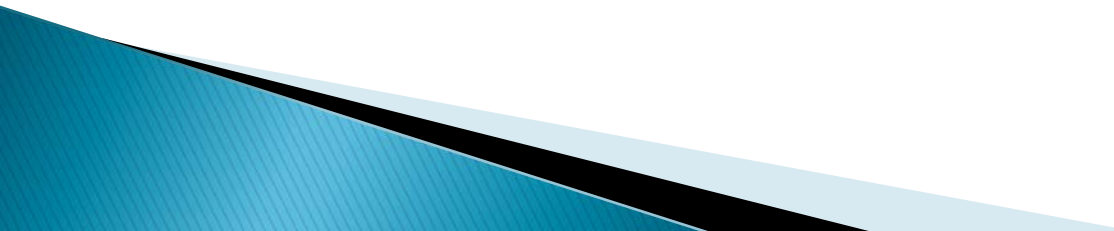
MyEvents



**How it all Started**  
**Event Types**  
**Features**  
**Approval Process**  
**For Your Information**




# How it all started

- ▶ Quick and efficient reimbursement process
  - ▶ MyEvents is the result of campus demand and a collaborative effort by the Entertainment Tiger Team, ACT, and the UCSD Travel Team.
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# What is it

MyEvents is a new application that replaces Payment Authorization and the paper form for meeting, entertainment, and programmatic events.

# Event Types

- ▶ Hosting
    - Donor, Visitor
  - ▶ Meeting
    - Administrative, Scholarly
  - ▶ Celebrating
    - Employee Morale
  - ▶ Attending
    - Fundraisers, Sporting
  - ▶ Extending
    - Open House, Open Receptions
  - ▶ Providing
    - Research subjects, Volunteers
  - ▶ Sponsoring
    - Student events
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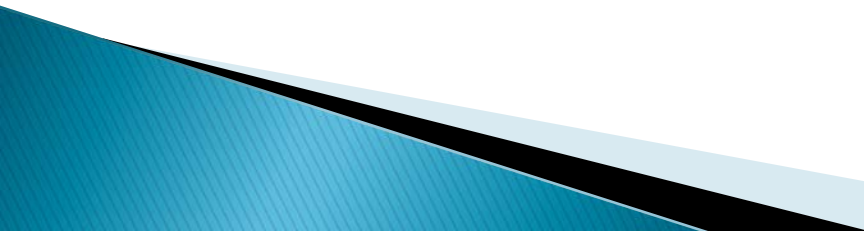
# Features

- ▶ Immediate access to the status of a request
  - ▶ Email notification to host and approvers
  - ▶ Flexibility to send for review
  - ▶ Detailed audit history
  - ▶ Ability to attach documents
  - ▶ Fax-in option (858) 822-3409
  - ▶ Paperless
  - ▶ Built-in guidance
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# Approval Process

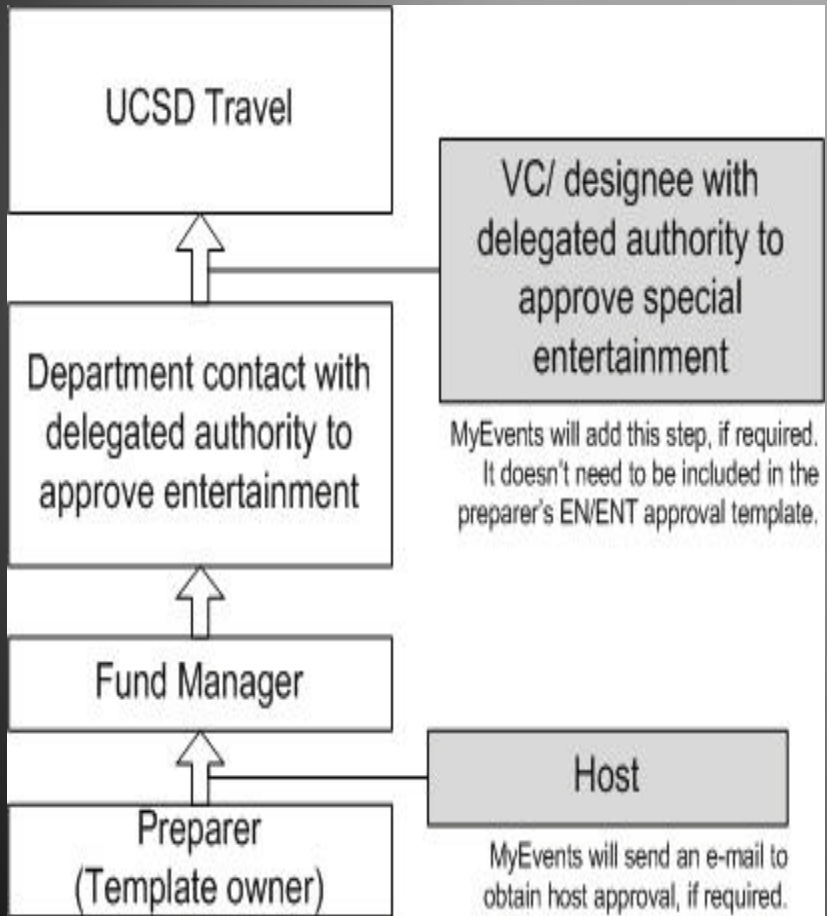
- ▶ MyEvents guides you as to which level(s) of approvals is required, depending on the event type and how you answer policy questions in the application.
- ▶ Events can be approved by someone with signature authority or with delegated entertainment approval authority, depending on the event type.
- ▶ Non-entertainment event types, such as a meeting or programmatic activity, require approval only by the person with signature authority (typically a department fund manager).
- ▶ A preparer can own a single ENT/EN template, or multiple EN templates (EN1, EN2, EN3) if working with different approvers for different funds

# Approval Process

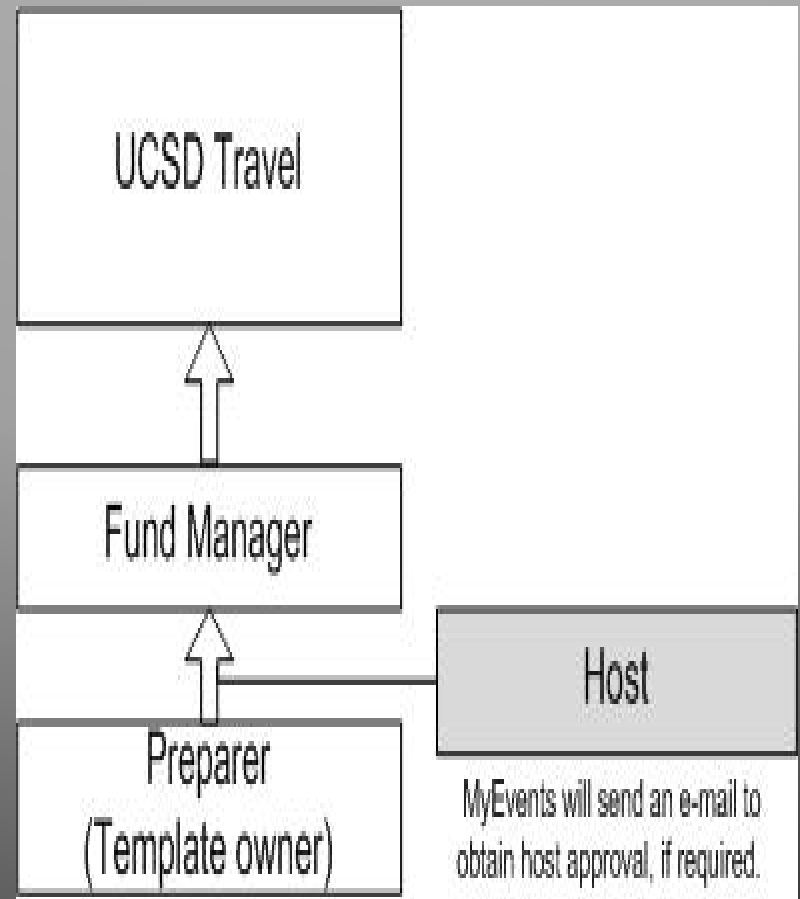
- ▶ VC/Designee approvals are added to the hierarchy by Travel
  - ▶ Departmental approver can hold, send for review or approve the claim
  - ▶ If the preparer is also the primary approver then MyEvents will use the alternate approver; if there is not alternate it will route to the level 2 approver
  - ▶ Travel is the final approver and office of record for all MyEvent claims
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# Entertainment event routing hierarchy



# Non-entertainment event routing hierarchy



# For Your Information

Travel Card payment claims

Please be sure the address type is correct

The host must be a UCSD employee

Ensure outside caterers have insurance

Mileage claims

Multiple events



Thank you for using  
MyEvents



# MyEvents

UCSD's Web-based expense reporting tool for meetings, official business entertainment, and programmatic activities

Employees with an entertainment approval hierarchy template enter claim details at <http://myevents.ucsd.edu> for food, beverage, and other costs.

- Upload files to attach required documentation, such as receipts for \$75 or more
- See only the policy requirements that apply to your claim
- See online approval routing options, status, and history

Your ability to use MyEvents depends on having an ENT or "E" approval template, which is set up by your Department Security Administrator (Preparer at level 4, Fund Manager at level 3, Department contact who can approve entertainment at level 2, Level 1 is automatically completed).

A departmental approver uses MyApprovals to review the claim and to either hold, send for review, or approve. Instructions are available in Blink.

## Why use MyEvents?

- Quick process with built-in guidance
- Saves resources by using less paper and avoiding manual routing
- Smart online approval routing saves time, adds flexibility

## How does MyEvents route for approval?

By following the preparer's E template *and* adding 2 other approvers *if needed*



1. Preparer

*Then if needed, email approval request goes to*



meeting coordinator



2. a. Fund Manager (all)  
b. Ent. approver (some)

All: Email approval request goes to fund manager listed on preparer's E template  
Some: Email request to entertainment approver listed on preparer's E template  
*Then if needed, email request goes to*



authorized to approve entertainment



3. Our team - UCSD Travel

All: Email approval request goes to final approver for processing (UCSD Travel & Entertainment Team)

See the Travel & Entertainment team page in Blink for a list of contacts and information. Or email us at [travel@ucsd.edu](mailto:travel@ucsd.edu)