Creating a Report for a Guest

Follow these steps to create an expense report for a guest.

Guests are defined as non-employees including students, visiting scholars, prospective employees and independent contractors.

Note: If the guest does not have a profile in Express, create the profile prior to completing these steps.

For further information, please refer to Section H (p 33-37) of UC Policy G-28.
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4) In the **Guest Payee** and **Guest Detail** fields, search for and carefully select the correct guest and verify the **Guest Detail**.

Search tips:
- When you click the drop down arrow, the most recently used accounts will appear at the top of the list. Search results will appear beneath those.
- Radio buttons: Select **Text** to search by name (most common) or **Code** to search by PAC Vendor number. Start typing last name to narrow search results.
- You can search and select from any guest profiles created by the campus. Be sure to select the correct guest profile by verifying the Guest Details.
- Only guests whose profile has been created through the **Guest Profile Creation** system will appear in the search.

*Note: Sensitive information (PII) will be masked in the Guest Details*

Complete the remaining fields in Report Header section

5) Click **Next**

And continue creating the report as usual