

Employee travel expenses will be reimbursed under the following Highmark Companies policy:

- Employees with reimbursable expenses must submit their Journyx expense report within the pay period in which the expense was incurred. Expense reports must be submitted no later than end of last day of each period. Any exceptions to this policy must be approved by Highmark's V.P. of Administration Courtney Akers.
- Employees must provide legible receipts for all expenses \$75 and higher.

Business expense reporting is the responsibility of the employee. In order to be reimbursed for expenses incurred from business travel and for Highmark to invoice the client or reconcile company credit cards, expense reporting must be timely and accurate.

Detailed receipts are required to support expenses incurred for reimbursement. Before entering any expenses into the system, scan individual receipts or download copies of electronic receipts to your PC. This way you will be able to upload the receipts into the expense reporting system as you enter the expenses.

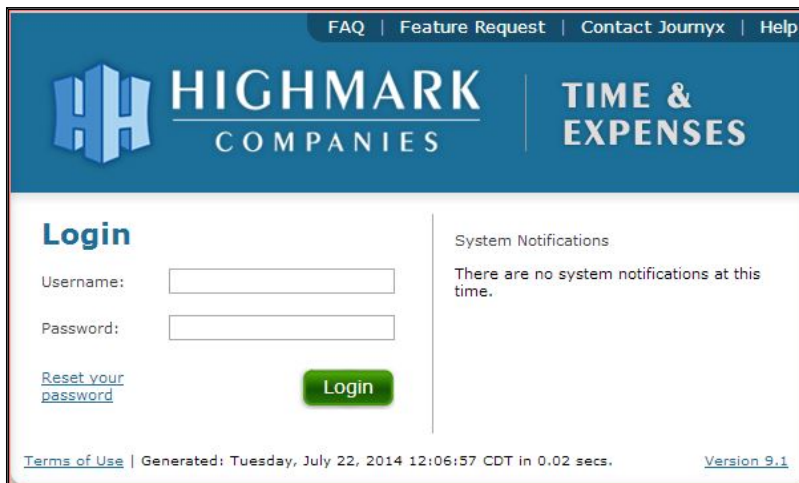
Note: Out-of-pocket expenses and company credit card expenses will be kept separate in Journyx. **The following instructions are for entering out-of-pocket expenses.**

NOTE: Journyx has recently made minor cosmetic updates, so there may be slight variations between the screen shots and your screen.)

To Start:

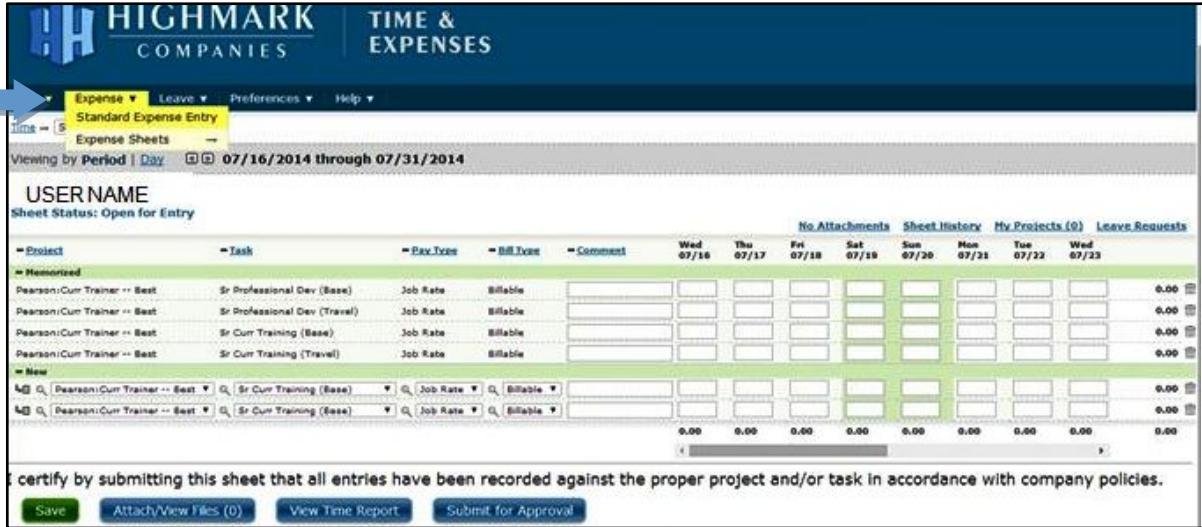
Login to Journyx at timesheet.highmarkcompanies.com

Enter your username and password



The screenshot shows the Journyx Time & Expenses login interface. At the top, there are navigation links: FAQ, Feature Request, Contact Journyx, and Help. The main header features the Highmark Companies logo and the text 'TIME & EXPENSES'. Below the header, there is a 'Login' section with two input fields for 'Username:' and 'Password:'. A green 'Login' button is positioned below the password field. To the left of the button is a link for 'Reset your password'. To the right of the login fields, there is a 'System Notifications' section with the message: 'There are no system notifications at this time.' At the bottom of the page, there are links for 'Terms of Use' and 'Version 9.1', and a footer message: 'Generated: Tuesday, July 22, 2014 12:06:57 CDT in 0.02 secs.'

The default view is the Timesheet entry view. To enter and report expenses, select “Expense” and “Standard Expense Entry” from the toolbar.



The screenshot shows the Highmark Time & Expenses interface. The 'Expense' menu is open, and 'Standard Expense Entry' is highlighted. Below the menu, there is a table for entering expenses with columns for Project, Task, Pay Type, Bill Type, Comment, and dates from Wednesday 07/16 to Wednesday 07/23. The table is currently empty, and the 'Standard Expense Entry' option is highlighted in the toolbar.

In order to complete an expense line item from travel, fill in the following information:

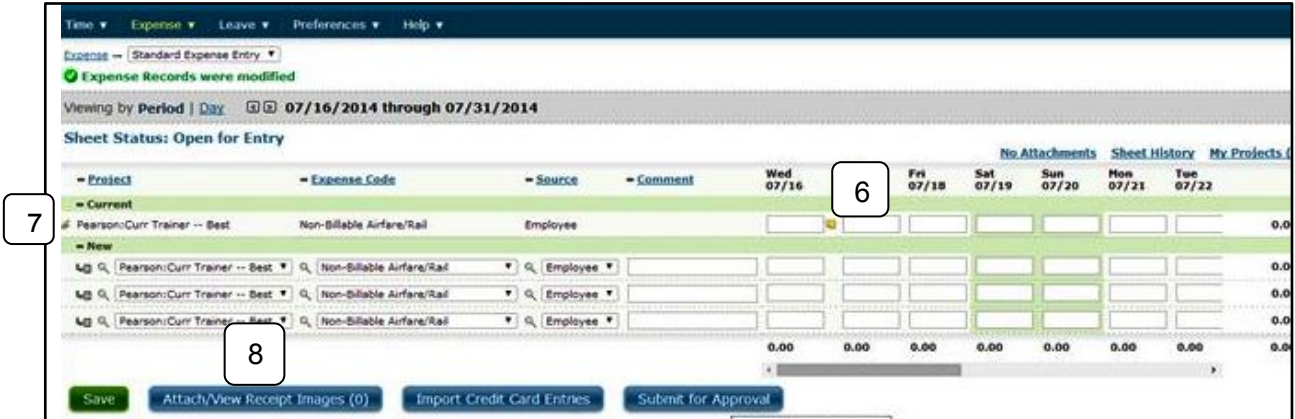
- 1) **Expense Code:** From the drop down menu, select the applicable type of travel expense. (These should be self-explanatory, e.g. Airfare, Car Rental, Lodging/Room). Please use “Miscellaneous Travel” for rental car gas charges and airfare baggage fees.
- 2) **Source:** This is preset as “Employee” (the expense was paid by you (the employee)).
- 3) **Comment:** Enter your Pearson project codes: *PROJECT # / TASK CODE / CLIENT NAME or SCHOOL DISTRICT (if applicable) / STATE (if applicable) / CRF # (if applicable)*. If you are working on multiple projects during the pay period, be sure to enter the correct project codes for each expense so they are billed to the correct project.
- 4) **Date Fields:** Enter *dollar value* of the line item expense under the date it was incurred. (For example, if it is for Air Travel, enter total cost of airline ticket in the date field). Be sure to include Egencia fees.
- 5) **Save:** Click **Save** after adding or editing each expense entry.



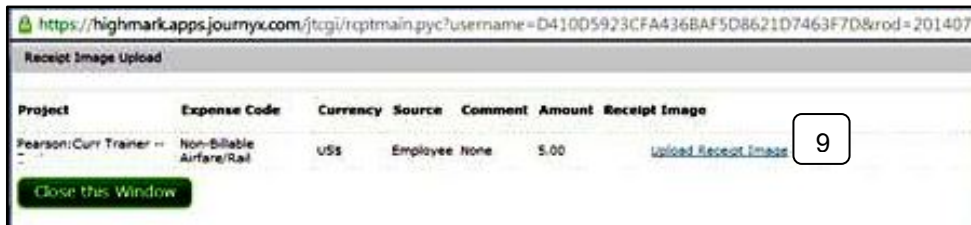
The screenshot shows the Highmark Time & Expenses interface with the 'Expense Code' dropdown menu open. The table below shows the 'Expense Code' dropdown menu open, with 'Non-Billable Airfare/Rail' selected. The table columns are labeled with numbers 1 through 5 corresponding to the instructions. The table is currently empty, and the 'Standard Expense Entry' option is highlighted in the toolbar.

- 6) For mileage driven in your personal vehicle, please include the following details in your gray triangle note: number of miles driven x .545 = mileage total; include your start and end points for travel. Example: “**200 miles x .545 = \$109.00; from Dallas, TX to Training in Austin, TX.**”
- 7) You can also edit items by clicking on the “Modify” icon located at the left side of the line item.

- 8) Next, upload electronic copy of each receipt for this trip in PDF format by clicking on the gray triangle which will show in the corner of the date field (shown below as a yellow square), then **“Attach/View Receipt Images.”**



- 9) Select **“Upload File Attachment.”**



- 10) Select **“Choose File”** and then select the PDF created with the receipt from your PC.
 11) Once the receipt file is selected, click on **“Import Image”** to complete the upload of the receipt.



In order to complete your travel expenses, continue to add expense items by repeating steps above.

- 12) No later than the last business day of the pay period, submit your expenses for management approval by selecting **“Submit for Approval.”**



The following instructions are for entering company credit card expenses.

To Start:

Login to Journyx at timesheet.highmarkcompanies.com

Enter your username and password. This is different from your out-of-pocket login. Your user name is first initial of first name and full last name-ccc (example: **jdoe-ccc**) and the password is **pearson**. Do NOT change this password.

You will not enter these charges. Highmark will enter them on your behalf. At the end of each period, you will receive an email from Highmark giving instructions on how to process these charges. Please follow the instructions. You will be asked to review the entries and confirm that the charges are legitimit, accurate, coded to the correct expense type, and matches the amount on your receipt. You will then add the project information in the comment field: *PROJECT # / TASK CODE / CLIENT NAME or SCHOOL DISTRICT (if applicable) / STATE (if applicable) / CRF # (if applicable)*. Lastly, you will upload each receipt for expenses that is \$75 and higher. Hit "Save" and "Submit." You will then be instructed to respond to the Highmark email confirming you are through with the process and informing of any necessary corrections that Highmark needs to make.