

Title	Create Expense Reimbursement
Version	1.10
Date	July 10, 2007
Created by	Julie Kennedy, Training Coordinator Division of Information Services
Edited by	Katie Brown, Assistant Manager Procurement Office
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Process Owner	Procurement Office
Dept/Division	Procurement Office, Division of Business & Finance
Get help with this process	Contact your Business Manager or the Procurement Office
Get help with Banner Access	Contact the Help Desk, 672-HELP (672-4357)
Processes	Notifications p. 3
	Create a Reimbursement p. 4
	Travel Expense Detail p. 9
	Miscellaneous Expense Detail p. 12
	Print the Request p. 19
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About Expense Reimbursement

The Expense Reimbursement workflow application has been designed to allow Kent State University employees to submit expense reimbursement requests in an electronic format.

All expense reimbursement requests are subject to review by Internal Audit to ensure that the expenses claimed are in accordance with University Policy and Procedures. See <http://www.kent.edu/Procurement/Resources/Travel/index.cfm> for more information.

Should you have any questions on University Policy and require additional assistance or clarification, please contact either:

Procurement Department - Payments:

Phone: 22607

Email: payments@kent.edu

Internal Audit:

Phone: 22341

Email: auditing@kent.edu

Should you require technical assistance with Banner, please contact:

End User Support Services Help Desk:

Phone: 24357

Email: helpdesk@kent.edu

Web: <http://helpdesk.kent.edu/>

Tools

KSU Travel Services

<http://www.kent.edu/procurement/Resources/Travel/ksu-travel.cfm>

Foreign Currency Converter:

<http://www.oanda.com/convert/classic>

Domestic Travel Meal Per Diems:

<http://www.kent.edu/bas/guidelines/mealperdiemsdomestic.cfm>

Foreign Travel Meal Per Diems:

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>

University, Department, and Unit Policy for handling Expense Reimbursements

The Expense Reimbursement form is sponsored by the Procurement office and contains **University policy references only**.

Different departments and sub-units of a department may have additional policies for reviewing, approving, and submitting receipts. Please consult your business manager for information regarding local policies and procedures.

Working with the 15 Item Per Request Limit

Some strategies for managing reimbursements with more than 15 items:

Organize by expense type:	1. All local travel, even if different legs	2. All per diems	3. Additional misc. expenses	
Organize by funding source:	1. All funded by department	2. All funded by grant		
Organize by leg of extended multi-leg trip:	1. All travel first leg of trip	2. All per diem/misc first leg	3. All travel second leg of trip	4. All per diem/misc second leg

Expense Reimbursement Notifications

Email is sent...	Email is addressed to...	Workflow activity name...
When a document is submitted for review	Creator, Payee	Review Confirmation
When a document requires review	Reviewer	Review
When a document is returned by the reviewer	Creator, Payee	Return Without Review
When a document is submitted for approval	Creator, Payee, Reviewer (if applicable)	Confirmation
When a document requires approval	Approver, Approvers' Proxies (if applicable)	Approve
When a document is returned for edit by an approver	Creator	Returned For Edit
When a document is approved and the transaction has been created	Creator, Payee	Approval Notification
When a document has been denied	Creator, Payee	Deny Notification

1a. Create a Reimbursement

The screenshot shows the Kent State FlashLine portal interface. At the top, it says 'Welcome to FlashLine' and 'Welcome You are currently logged in.' Below the navigation bar, there are three main sections:

- Employment Details:** Includes links for Benefits, Direct Deposit, Pay Stub, Employment History, Leave Balances, and Personal Information.
- Forms Library:** Lists various forms such as All Forms in Forms Library, Absence, Benefits, Employment, Faculty Personnel Forms, Payroll, Performance Evaluation, and Miscellaneous.
- Travel & Expense Reimbursements:** This section is highlighted with a yellow bar. It contains a list of links: Traveline, Travel Policy, Travel Procedure, Policies, Manuals and Forms, **Expense Reimbursement** (indicated by a black arrow), Meal Per Diems - Domestic, Meal Per Diems - Foreign, and Standard Mileage Rate.

Other sections visible include 'Hot Jobs' with a list of job opportunities and 'One WellU - Wellness for Lifetime' with information about wellness programs and an image of a person.

Step	Action
1	Open a web browser and go to your campus homepage, or www.kent.edu
2	Locate the FlashLine login fields , type your FlashLine ID and password.
3	In Flashline, locate and click on the MyHR tab.
4	Look in the right-hand column for the Travel & Expense Reimbursements channel. Click Expense Reimbursement . <i>You may initiate and submit a reimbursement request from off-campus.</i>
Note	You may also create a reimbursement by going to the My Action Items tab. On the Workflow & Utilities channel, select Expense Reimbursement from the list of workflow forms.

1b. Choose a New or Draft Form

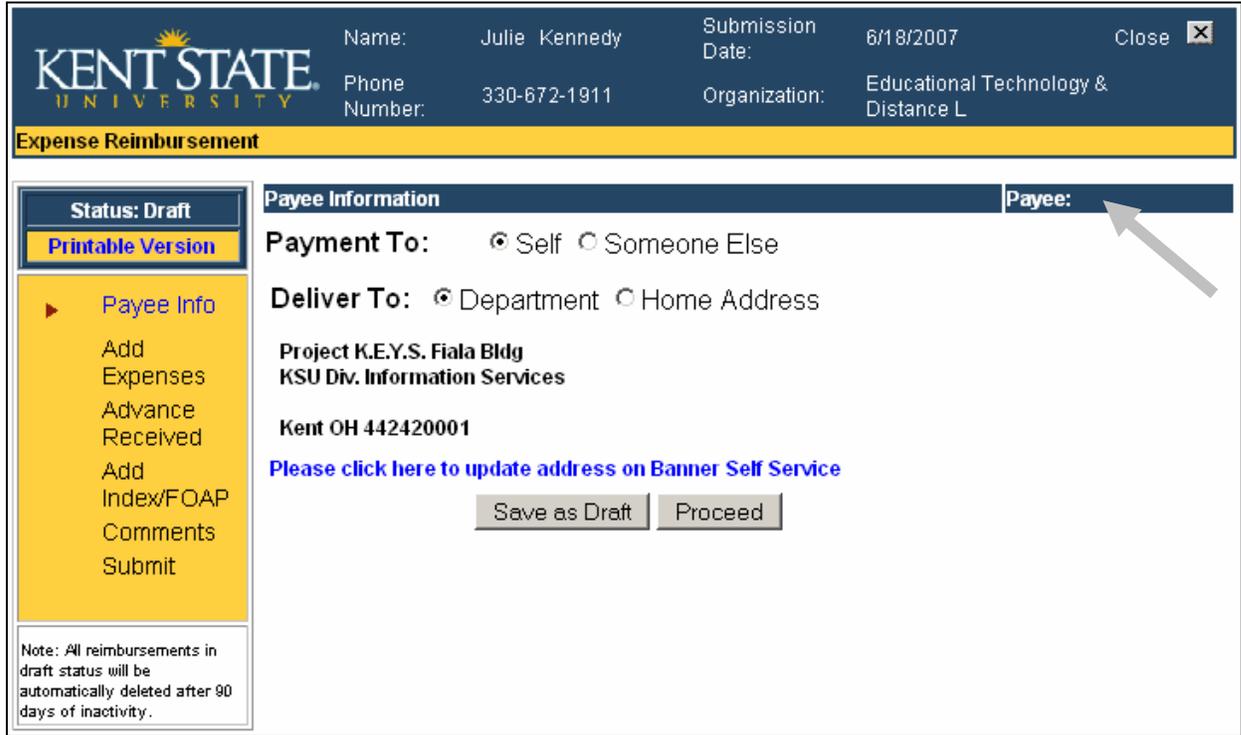
The screenshot shows the top header of the Kent State University Expense Reimbursement form. The header includes the university logo, the name 'J Kennedy', the submission date '5/31/2007', the phone number '330-672-1911', and the organization 'Educational Technology & Distance L'. Below the header is a yellow bar with the text 'Expense Reimbursement'. The main content area contains the text 'Begin a New Expense Reimbursement: - OR -' and a dropdown menu for 'Select a Draft Expense Reimbursement:' with the selected item 'burke - Kennedy, Julie'. A 'Begin ER' button is located below the dropdown menu.

-- OR --

This screenshot is similar to the one above but shows the dropdown menu for 'Select a Draft Expense Reimbursement:' expanded. The menu lists three options: 'burke - Kennedy, Julie -', 'burke - Murphy - Training', and 'burke - Kennedy, Julie - Foamcore boards'. A mouse cursor is pointing at the third option. The 'Begin ER' button is also visible.

Step	Action
1	To begin a new, blank form, click the checkbox for Begin a New Expense Reimbursement , and click the Begin ER button.
2	To work on a saved form, select a draft reimbursement from the menu and click the Begin ER button.
Note	In the draft menu listing, the first name given is the person creating the reimbursement request, the second name is the payee, and the first expense item description is provided as an aid to identify drafts.

2a. You are the Reimbursement Payee



KENT STATE UNIVERSITY Name: Julie Kennedy Submission Date: 6/18/2007 Close 

Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft
Printable Version

Payee Information Payee: 

Payment To: Self Someone Else

Deliver To: Department Home Address

Project K.E.Y.S. Fiala Bldg
KSU Div. Information Services

Kent OH 442420001

[Please click here to update address on Banner Self Service](#)

Save as Draft Proceed

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Step	Action
1	Identify the payee – select Self meaning you, or Someone Else .
2	Select the address to which payment will be delivered – the Payee’s Department, or Home Address.
Note	The home address is not displayed. Student employee addresses are not displayed.
3	Click the Save as Draft button to save the form and exit the work flow, or click the Proceed button to continue. From this point on, your name will appear in the Payee: header (marked with an arrow above.)
Note	If an address is incorrect, it must be changed in HR self service. Click the link to go to Banner Self Service and log in to update your address. You must click Save as Draft and close the expense reimbursement in order to update your address on the reimbursement. Once the address is updated, the reimbursement can be opened from the Draft selection menu.

2b. Someone Else is the Payee



Name: Julie Kennedy Submission Date: 6/18/2007 Close X

Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft

Printable Version

▶ Payee Info

Add Expenses

Advance Received

Add Index/FOAP

Comments

Submit

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Payee Information

Payee: 

Payment To: Self Someone Else

Search by Last Name

murphy

▼

Murphy, Alison S - Teaching Leadership & Curr Studies

Murphy, Alison S - Teaching Leadership & Curr Studies

Murphy, Christopher M - Career Services Center

Murphy, Elizabeth C.F.A.I.A. - Architecture & Environmental Design

Murphy, Erin M - Residence Services

Murphy, Jessica A - Career Services Center

Murphy, Linda Y - Art

Murphy, Matthew Conan - Career Services Center

Murphy, Maureen Ann - ICA-Admin & Gen

Murphy, Melissa E - Career Services Center

Murphy, Michael D - Art

Murphy, Michael B - Career Services Center

Murphy, Terri J - Political Science

Murphy, Thomas J - Family & Consumer Studies

Murphy-Lohman, Francine M - Shared Services URD

Step	Action
1	When you click Someone Else , a name search field appears.
2	Type the Last Name of the Payee, and click Search .
3	Click the Payee Name in the list to select. From this point on, the Payee name will appear in the Payee: header (marked with an arrow above.)
4	<p>The Status bar at the left side of the screen checks off each part of the form as information is added. The Red arrow indicates the current form in view.</p> <p>You may submit a Reimbursement for review even though a form has not been completed.</p>
Note	<p>If a Payee business (department) address is incorrect, ask the Payee to change the address in Banner HR Self Service.</p> <p>You must restart the expense reimbursement form after the address is changed in order to see and use the correct address information.</p> <p>If the Payee is unavailable to make a business address change, route the reimbursement check to the Payee's home address. Send a reminder to the Payee to update his or her business address in Banner Self Service.</p> <p>If the Payee does not appear in the list, contact the Payments office, or Human Resources.</p>

3. Add an Expense Item

KENT STATE UNIVERSITY Name: Julie Kennedy Submission Date: 6/18/2007 Close X
 Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft
 Printable Version

✓ Payee Info
 Add Expenses
 Advance Received
 Add Index/FOAP
 Comments
 Submit

Add Expenses Payee: Murphy
 Max Number of Expense Items: 15 Allowable Number of Items Remaining: 15
 Choose expense type to add Select Expense Type...
 Select Expense Type...
 Travel
 Miscellaneous

No Expense Items
 Save as Draft Proceed

Advance Received
 \$0.00
Total Expenses
 \$0.00
Disallowed Expenses
 \$0.00
Net Expenses
 \$0.00
Charged to Index/FOAP
 \$0.00
Unallocated Balance
 \$0.00

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Step	Action
Note	<ul style="list-style-type: none"> You may add up to 15 expense items per form. Each expense item is either a Travel or a Miscellaneous expense. You may include both types of expense in a single form. Expense items must be entered one at a time. Type all dollar amounts with a decimal point and two decimal places, with no commas: 1200.00
1	Begin entering the first expense by selecting an expense type.
2	Information fields are presented in the lower part of the screen according to the type of expense you selected.
Note	<p>The upper part of the status bar will display a green check mark for each form section containing information. A red arrow marks the section being edited.</p> <p>The lower part of the status bar will display running totals for your reference and to ensure that all expenses are charged to an Index/FOAP. FOAP is an abbreviation for “Fund, Organization, Account, Program,” the string of elements in the KSU chart of accounts.</p>

4a. Travel Expense Item Details



Name: Julie Kennedy Submission Date: 6/18/2007 Close ✕

Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft

Printable Version

- ✓ Payee Info
- ▶ Add Expenses
- Advance Received
- Add Index/FOAP
- Comments
- Submit

Advance Received

\$0.00

Total Expenses

\$0.00

Disallowed Expenses

\$0.00

Net Expenses

\$0.00

Charged to Index/FOAP

\$0.00

Unallocated Balance

\$0.00

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Add Expenses
Payee: Murphy

Max Number of Expense Items: 15 Allowable Number of Items Remaining: 15

Choose expense type to add

Travel Purpose

Trip Start

Date (mm/dd/yyyy)

Time AM PM

Trip End

Date (mm/dd/yyyy)

Time AM PM

Departure City

USA Foreign

Destination City

USA Foreign

Expense Type

Travel Expense Entry

TOTAL Miles Traveled in Your Personal Car

Disallowed Amount

Per KSU policy, you are eligible for reimbursement for miles driven at a standard mileage reimbursement rate. The standard reimbursement rate is intended to cover the cost of gasoline, oil, normal wear and tear, and insurance while on University business related travel.

Step	Action
1	Complete the trip and city information. Type the Date using the format (mm/dd/yyyy) or click the calendar icon and select a date. Once selected, the calendar tool will not close until you choose a date. You may choose a date in the future.
2	Pull down the Time menu to select the hour, and click AM or PM. Select your departure or destination city from the menu. If your city does not appear, select 'Other' and type the location in the field provided.
3	Under Expense Type , select an expense from the menu. Data fields will appear according to the type of expense chosen. Above, the mileage is entered for a personal car expense.
4	Click the Accept Expense button. (Do not click the Proceed button as yet.) If Accept Expense is not clicked, the item entry is ignored and is not saved.
Note	Should you receive a validation error warning, correct the entry and click Accept Expense to save. Otherwise the data is lost when Proceed is clicked.

4b. About Disallowed Amounts



Name: Julie Kennedy Submission Date: 6/18/2007

Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Close ✕

Expense Reimbursement

Status: Draft

Printable Version

- Payee Info
- Add Expenses
- Advance Received
- Add Index/FOAP
- Comments
- Submit

Advance Received

\$0.00

Total Expenses

\$0.00

Disallowed Expenses

\$0.00

Net Expenses

\$0.00

Charged to Index/FOAP

\$0.00

Unallocated Balance

\$0.00

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Add Expenses Payee: Murphy

Max Number of Expense Items: 15 Allowable Number of Items Remaining: 15

Choose expense type to add:

Travel Purpose

Trip Start

Date (mm/dd/yyyy)

Trip End

Date (mm/dd/yyyy)

Departure City

USA Foreign

Destination City

USA Foreign

Expense Type

Travel Expense Entry

Lodging Information (Hotel Name)	Amount	Disallowed Amount	
<input type="text" value="Travelodge"/>	<input type="text" value="147.50"/>	<input type="text" value="22.50"/>	<input type="button" value="Accept Expense"/>

You are eligible for reimbursement of actual lodging costs incurred while on University business-related travel based on an original detailed statement of charges provided by the hotel or other establishment. This statement should indicate that the charges have been paid in full. A credit card receipt provides insufficient detail for reimbursement. Exclude any personal charges from the total lodging such as health club fee, bar bills, room service, etc. Hotel parking, business calls and Internet access fees can be included with total lodging expense submitted for reimbursement. Reimbursement for lodging will be made if the traveler's destination is greater than 50 miles from the traveler's home.

Note - Foreign travel includes lodging per diems.

[No Expense Items](#)

<p>Note</p>	<p>The Disallowed Amount field is where you enter the portion of an expense item which is not reimbursable under University policy. In the example above, the expense type Lodging displays policy help.</p> <p>For auditing purposes, the Amount field value should match the total on a receipt, with the total personal charges entered under Disallowed Amount. For example, a total hotel bill of 147.50 is entered in the Amount field, and the cost of room service and personal calls is entered under the Disallowed Amount.</p>
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4c. Travel Item Successfully Added

Name: Julie Kennedy
Submission Date: 6/18/2007
Close

Phone Number: 330-672-1911
Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft

Printable Version

- ✓ Payee Info
- Add Expenses
- Advance Received
- Add Index/FOAP
- Comments
- Submit

Advance Received
\$0.00

Total Expenses
\$0.00

Disallowed Expenses
\$0.00

Net Expenses
\$0.00

Charged to Index/FOAP
\$0.00

Unallocated Balance
\$0.00

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Add Expenses Payee: Murphy

Max Number of Expense Items: 15 Allowable Number of Items Remaining: 15

Choose expense type to add

Travel Purpose

Trip Start

Date (mm/dd/yyyy)

Time

AM PM

Trip End

Date (mm/dd/yyyy)

Time

AM PM

Departure City

USA

Foreign

Destination City

USA

Foreign

Expense Type

Travel Expense Entry

TOTAL Miles Traveled in Your Personal Car

Disallowed Amount

Amount	Disallowed Amount	Description	Date	From/To	Expense Type		
\$33.95	\$0.00	Training Presentation	7:30 AM 06/06/2007	OHIO - KENT	Personal Car	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
			1:45 PM 06/06/2007	OHIO - ASHTABULA	70		

Step	Action
1	An accepted expense item will appear in the table at the bottom of the form. Do not click Proceed until ALL expense items have been entered and appear in the table.
Note	The data from the trip and city information remains in the fields. Overwrite the on-screen information with details of the second expense, and click Accept Expense to save.
2	Enter up to a total of 15 expense items in this manner. You may mix travel and miscellaneous items in a single form. As items are added to the table, you may Edit and Delete items by selecting these options from the table.

5a. Miscellaneous Expense Item Details

Name: Julie Kennedy Submission Date: 6/18/2007 Close
 Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft

Printable Version

- Payee Info
- Add Expenses
- Advance Received
- Add Index/FOAP
- Comments
- Submit

Advance Received
\$0.00

Total Expenses
\$0.00

Disallowed Expenses
\$0.00

Net Expenses
\$0.00

Charged to Index/FOAP
\$0.00

Unallocated Balance
\$0.00

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Add Expenses
Payee: Murphy

Max Number of Expense Items: 15 Allowable Number of Items Remaining: 15
 Choose expense type to add:

Amount	Description	Date (mm/dd/yyyy)	
14.50	videotapes	6/4/2007	<input type="button" value="Calendar"/>

Commodity	Disallowed Amount	
<input type="text" value="Printing, Photo, AV Equipment & Supplies"/>	<input type="text"/>	<input type="button" value="Accept Expense"/>

No Expense Items

Step	Action
1	Any non travel-related expense should be entered as a Miscellaneous expense type. Enter the dollar amount, type a brief description of the expense, and select the expenditure date.
2	From the Commodity menu, select the entry which best describes the expense item.
Note	Commodity information is not related to the Banner Account and does not appear in financial reporting. Commodity codes are used by Purchasing to track and negotiate commodity pricing with suppliers.
3	Click the Accept Expense button to save the expense. The expense will appear in the table at the bottom of the page.
4	Do not click Proceed until all expense items for the reimbursement are entered, or the limit of 15 expense item entries has been reached.

5b. Miscellaneous Item Successfully Added



Name: Julie Kennedy Submission Date: 6/18/2007

Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Close ✕

Expense Reimbursement

Status: Draft

[Printable Version](#)

- [✓ Payee Info](#)
- [Add Expenses](#)
- [Advance Received](#)
- [Add Index/FOAP](#)
- [Comments](#)
- [Submit](#)

Advance Received

\$0.00

Total Expenses

\$14.50

Disallowed Expenses

\$0.00

Net Expenses

\$14.50

Charged to Index/FOAP

\$0.00

Unallocated Balance

\$14.50

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Add Expenses
Payee: Murphy

Max Number of Expense Items: 15 Allowable Number of Items Remaining: 14

Choose expense type to add

Amount	Description	Date (mm/dd/yyyy)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Commodity

Disallowed Amount

Accept Expense

Amount	Disallowed Amount	Description	Date	From/To	Expense Type	
\$14.50	\$0.00	videotapes	6/4/2007		Miscellaneous	Edit Delete

Step	Action
1	The Miscellaneous expense has been added to the table of expense items.
2	You may edit or delete items in the table by clicking the appropriate link.
3	When ALL expense items have been entered for this reimbursement, or the limit of 15 items has been reached, click Proceed .
Note	Should you enter Miscellaneous expenses totaling 2500.00 or more, you will get a warning that advises you to review the request against University policy. However, you will be allowed to continue with the reimbursement submission.

6. Was A Travel Advance Received for This Expense?

Name: Julie Kennedy
Submission Date: 6/18/2007
Close

Phone Number: 330-672-1911
Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft

Printable Version

- ✓ Payee Info
- Add
- ✓ Expenses
- Advance Received
- Add
- Index/FOAP
- Comments
- Submit

<i>Advance Received</i>
\$0.00
<i>Total Expenses</i>
\$14.50

Advanced Received
Payee: **Murphy**

Was this expense reimbursement request funded by a university Travel Advance?

Step	Action
1	Answer the question which asks whether this expense was paid for with a university Travel Advance, by selecting Yes or No from the pull-down menu.
2	If you select Yes , enter the amount of the Travel Advance received in the field provided, and click Proceed .

7a. Enter Financial Information



Name: Julie Kennedy Submission Date: 6/18/2007 Close ✕

Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft

[Printable Version](#)

- ✓ [Payee Info](#)
- ✓ [Add Expenses](#)
- [Advance Received](#)
- [Add Index/FOAP](#)
- [Comments](#)
- [Submit](#)

Advance Received
\$0.00

Total Expenses
\$14.50

Disallowed Expenses
\$0.00

Net Expenses
\$14.50

Charged to Index/FOAP
\$0.00

Unallocated Balance
\$14.50

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Add Index/FOAP

Payee: Murphy

Max Number of Accounts: 5 Allowable Number of Accounts Remaining: 5

Index	Account	Amount
	<input type="text" value="Search"/> <input type="text" value="Select Account..."/>	<input type="text" value="Accept"/>

Search Index

- 100143-Instructional Resource Center
- 100144-Bureau of Research and Training Ser
- 100145-Reading & Writing Development Cente
- 100146-Telecom Pool
- 100148-Dean EHHS Contingency
- 100149-Dean-Fine & Professional Arts
- 100150-Dean-Fine & Professional Arts Conti
- 100151-Contingency Ensemble
- 100152-Architecture & Environmental Design
- 100153-Communication
- 100154-Speech Pathology & Audiology
- 100155-Theatre
- 100156-Music
- 100158-Marching Band
- 100159-Art
- 100160-Glyphix
- 100162-Family and Consumer Studies
- 100163-College of Technology
- 100164-Journalism
- 100165-Fashion Design & Merchandising

Step	Action
1	Type the department Index number to which all or part of the expense items should be charged.
2	Look up the Index number in the Search Index menu. Click to highlight the Index to be charged, then click the Select button.
3	Select the account to be charged from the pull-down Account menu.
4	Type the dollar amount and click Accept .
Note	Type all dollar amounts with a decimal point and two decimal places, with no commas: 1400.00

7b. Financial information Accepted, Ready for Second Entry

Name: Julie Kennedy Submission Date: 6/18/2007 Close
 Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft

Printable Version

- Payee Info
- Add Expenses
- Advance Received
- Add Index/FOAP
- Comments
- Submit

Advance Received
\$0.00

Total Expenses
\$14.50

Disallowed Expenses
\$0.00

Net Expenses
\$14.50

Charged to Index/FOAP
\$14.50

Unallocated Balance
\$0.00

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Add Index/FOAP
Payee: Murphy

Max Number of Accounts: 5 Allowable Number of Accounts Remaining: 4

Index	Account	Amount	
<input type="text"/>	<input type="text" value="Search"/> <input type="text" value="Select Account ..."/>	<input type="text"/>	<input type="button" value="Accept"/>

Search Index

Charge Index	Fund Code	Fund Title	Orgn Code	Orgn Title	Prog Code	Acct Code	Acct Title	Charge Amount	
337002	310004	Intercollegiate Athletics	100017	Men-Basketball	9100	72020	Misc Supplies	\$14.50	Edit Delete

Step	Action
1	The first FOAP string has been accepted, and appears in a table at the bottom of the screen.
2	To allocate an expense item to a different FOAP, complete the Index, Account, and Amount fields again, and click Accept .
Note	You may allocate the expenses in a single reimbursement to a maximum of five different FOAP entries.

8. Comments Field (optional)

		Name: Julie Kennedy	Submission Date: 6/18/2007	Close <input type="button" value="X"/>																																																																	
		Phone Number: 330-672-1911	Organization: Educational Technology & Distance L																																																																		
Expense Reimbursement																																																																					
Status: Draft Printable Version		Payee: Murphy																																																																			
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Payee Info <input type="checkbox"/> Add Expenses <input type="checkbox"/> Advance Received <input checked="" type="checkbox"/> Add Index/FOAP <input type="checkbox"/> Comments <input type="checkbox"/> Submit 		Comments: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>																																																																			
		<input type="button" value="Add Comment and Proceed"/>	<input type="button" value="Skip Comment and Proceed"/>																																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="5">Advance Received</td></tr> <tr><td colspan="5">\$0.00</td></tr> <tr><td colspan="5">Total Expenses</td></tr> <tr><td colspan="5">\$14.50</td></tr> <tr><td colspan="5">Disallowed Expenses</td></tr> <tr><td colspan="5">\$0.00</td></tr> <tr><td colspan="5">Net Expenses</td></tr> <tr><td colspan="5">\$14.50</td></tr> <tr><td colspan="5">Charged to Index/FOAP</td></tr> <tr><td colspan="5">\$14.50</td></tr> <tr><td colspan="5">Unallocated Balance</td></tr> <tr><td colspan="5">\$0.00</td></tr> <tr><td colspan="5"><small>Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.</small></td></tr> </table>					Advance Received					\$0.00					Total Expenses					\$14.50					Disallowed Expenses					\$0.00					Net Expenses					\$14.50					Charged to Index/FOAP					\$14.50					Unallocated Balance					\$0.00					<small>Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.</small>				
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Charged to Index/FOAP																																																																					
\$14.50																																																																					
Unallocated Balance																																																																					
\$0.00																																																																					
<small>Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.</small>																																																																					

Step	Action
1	Click Proceed to advance to the Comments field.
2	Type a comment (do not use the apostrophe character as it is not allowed in this field) and click Add Comment and Proceed .
3	You may choose instead to click Skip Comment and Proceed .
Note	More than one comment may be added to a single reimbursement form. Comments are added to a comment table at the bottom of the screen (example below). Once entered, they cannot be edited or deleted.

Date	Name	Comment
05/31/2007	Julie Kennedy	Expense Reimbursement presentations at Dean staff meetings
05/31/2007	Julie Kennedy	Expense Reimbursement presentations at Dean staff meetings
05/31/2007	Julie Kennedy	comment

9. Confirm Expense Reimbursement Submission



Name: Julie Kennedy Submission Date: 6/18/2007 Close

Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Status: Draft

Printable Version

- Payee Info
- Add Expenses
- Advance Received
- Add Index/FOAP
- Comments
- Submit

Submit Expense Reimbursement
Payee: Kennedy, Julie

I hereby certify that either:

- The expenses listed on this reimbursement were incurred by me and are in compliance with University reimbursement policies and regulations.

I also certify that required original receipts will be retained for a minimum of four years by this department and be made available as necessary for audit purposes.

I understand if an overpayment is detected after the expense reimbursement has been processed, it is the responsibility of the employee to reimburse the university for the overpayment.

OR
- I have been authorized by the employee requesting reimbursement to submit this request on his or her behalf. The expenses listed on this reimbursement were, to the best of my knowledge, incurred by the employee requesting reimbursement and were portrayed as such to me by said employee.

I also certify that required original receipts will be retained by this department for a minimum of four years and be made available as necessary for audit purposes.

I understand if an overpayment is detected after the expense reimbursement has been processed, it is the responsibility of the employee to reimburse the university for the overpayment.

*Please print a copy of your reimbursement by clicking on the 'Printable Version' button on the top left hand side of the application

Advance Received
\$0.00

Total Expenses
\$14.99

Disallowed Expenses
\$0.00

Net Expenses
\$14.99

Charged to Index/FOAP
\$14.99

Unallocated Balance
\$0.00

Note: All reimbursements in draft status will be automatically deleted after 90 days of inactivity.

Step	Action
1	Click the checkbox at the top of the form to certify that you agree to the specified conditions.
2	Print a copy of the reimbursement request. Click the Printable Version link in the upper left-hand corner (see arrow above) to obtain the print layout.
Note	<p>The Status area displays green check marks indicating form sections which contain information. You may submit a form for review even when some parts are blank.</p> <p>The lower section of the status bar reports running totals of various reimbursement elements, for your information and to ensure that all expenses are charged to an Index/FOAP.</p>

10. Print the Reimbursement Request

	Name:	Julie Kennedy	Submission Date:	6/18/2007	<input type="button" value="X"/>			
	Phone Number:	330-672-1911	Organization:	Educational Technology & Distance L				
Expense Reimbursement								
Payment Information								
Payment To:		Kennedy, Julie						
Deliver To:		BU						
Status:		Draft						
Expense Information								
Change Indicator	Amount	Disallowed Amount	Description	Date	From/To	Expense Type		
	\$14.99	\$0.00	training manuals	6/13/2007		Miscellaneous		
Index FOAP information								
Charge Index	Fund Code	Fund Title	Orgn Code	Orgn Title	Prog Code	Acct Code	Acct Title	Charge Amount
337002	310004	Intercollegiate Athletics	100017	Men-Basketball	9100	72015	Instruction Supplies	\$14.99
Comments								
Date	Name	Comment						
06/18/2007	Julie Kuulei Kennedy	10 copies of quick reference card						
History								
Summary								
<i>Advance Received</i>		\$0.00						
<i>Total Expenses</i>		\$14.99						
<i>Disallowed Expenses</i>		\$0.00						
<i>Net Expenses</i>		\$14.99						
<i>Charged to Index/FOAP</i>		\$14.99						
<i>Unallocated Balance</i>		\$0.00						

Step	Action
1	The print view of the Reimbursement will display on the screen. Select File menu – Print in your web browser.
2	To return to the form view, click the ‘back’ button in your web browser.
Note	Attach the expense receipts to the printed copy of the reimbursement and submit these documents to your approving authority.

11. Submit the Reimbursement for Review or Approval

a.

Search For Reviewer
Submit For Approval
Save as Draft

Search by Last Name

b.

Search For Reviewer
Submit For Approval
Save as Draft

Search by Last Name

Lewis, Lindy A - Administrative Computing Services

Submit For Review

Name: Julie Kennedy Submission Date: 6/18/2007 Close

Phone Number: 330-672-1911 Organization: Educational Technology & Distance L

Expense Reimbursement

Payee: Kennedy, Julie

Your expense reimbursement has been submitted for review.

Step	Action
Note	At this point you may either Search for a Reviewer , Submit for Approval , or Save as Draft . You may send the reimbursement to a reviewer that you designate. When you Submit for Approval , the form is automatically sent to the person who has been designated to approve reimbursements in your department.
1	Click Search for Reviewer to choose your reviewer. Reviewers may change anything on a reimbursement request, whereas Approvers are limited in the changes they may make.
2	The Search by Last Name field appears. Type the last name of your reviewer and click Search , see a. above.
3	Select your reviewer from the menu of matches that appears. Click Submit For Review , see b. above.
4	Or you may simply click Submit for Approval .
5	You will receive a message saying ‘Your expense reimbursement has been submitted for review.’ or ‘Your expense reimbursement has been submitted for approval.’
6	Click the Close checkbox in the upper right-hand corner, or exit your browser.

See **Expense Reimbursement Review, Approval, and Proxy v. 1.0, 6/26/2007**