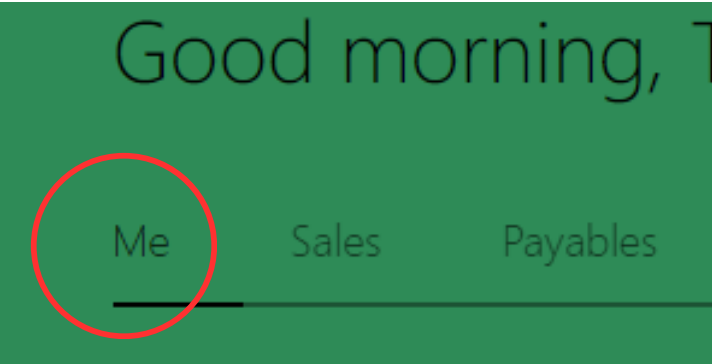


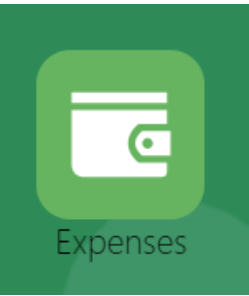
Submitting a Reimbursement

How to submit your reimbursement in Expenses
Page 1 of 3

From the **Me** page find the **Expenses** icon and click into it. You may need to scroll down to find it.



Clicking on the **Expenses** icon will take you to the Expenses Workbench



ORACLEApplication Reference Guides

Travel and Expenses

Expense Reports

Create Report

Pending Approval

GMHEC_EXP_000610443321

Assigned to Nancy Davila-Groveman (...)

1 item13.00 USD

Available Expense Items (1)

Actions

+ Create Item

1

Do NOT use the Create Item button for a transaction that was made on your school p-card! By clicking the Create Item button, you are requesting a reimbursement -- a payment made directly to you for job-related costs incurred.

Date	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (1)						
12-Mar-2024	Pcard - Purchases	3,257.00 USD	The Mud Room	United States	CATERING FOR END OF YEAR EVENT	(1)

- 1 To create a reimbursement click on + **Create Item**

ORACLEApplication Reference Guides

Create Expense Item

Add to Report

Create Another

Save and Close

Cancel

* Date12-Mar-2024

* Type

* AmountUSD

- 2 Select the date of the expense.
 - NOTE: the defaulted date may be in the wrong year, so always check
- 3 Select the type of expense from the pull down menu that best matches. Once you select your expense type the rest of the form will appear
- 4 Enter the amount to be reimbursed

Submitting a Reimbursement

How to submit your reimbursement in Expenses
Page 2 of 3

Purchase - Catering Services 12-Mar-2024

* Date 12-Mar-2024

* Type Purchase - Catering Services

* Expense Location United States

* Amount USD 3,257.00

Description CATERING FOR END OF YEAR EVENT

* Merchant Name The Mud Room

Attachments

Drag files here or click to add attachment

GMHEC Staff List (1).xlsx (50.67 KB)

☐ Receipt missing

Account 100-2002-53005-10-000000-00000-00

* Designation 000000

- 5 Describe your expense and its purpose
- 6 Enter the Merchant Name, match the name on the receipt
- 7 Add an invoice or receipt by either drag and dropping it into the square or clicking on the blue text. An invoice should include the date, name of the vendor and the amount charged to your card. Preferred file types are .pdf or .jpeg
- 8 If you do not have a receipt click on the missing receipt box and follow the instructions provided in “Submitting an Expense Without a Receipt
- 9 View and change the Account (or EDORDA) by clicking on the blue icon. A pop up box with detailed information will appear (fig. 10)*
- 10 The **Account** pop up box breaks out each part of the EDORDA. Common items to edit are:
 - 10a The **Object** can be edited to better reflect or narrow down the category of this expense
 - 10b The **Designation** typically defaults to 000000 and would need to be updated if your funding source’s EDORDA uses a Designation
 - 10c The **Activity** typically defaults to 00000 and would need to be updated if your funding source’s EDORDA uses an Activity
 - 10d Click **OK** once your EDORDA is correct
- 11 If your EDORDA includes a Designation, match that designation number here
- 12 Once you have verified that your information is correct click **Save and Close**

Account

Hide Segments

Entity 100 Green Mountain Higher Education Consortium, Inc.

Department 2002 Accounts Payable

Object 53005 Catering Services

Restriction 10 Unrestricted

Designation 000000 Current Unrestricted

Activity 00000 Default

Intercompany 000 Default

Future1 0 Default

Search Reset OK Cancel

Travel and Expenses

Expense Reports

Create Report (1 item)

Pending Approval GMHEC_EXP_000610443321

Assigned to Nancy Davila-Groverman (...)

1 item 13.00 USD

Available Expense Items (1)

Actions Create Item

Do NOT use the Create Item button for a transaction that was made on your school p-card! By clicking the Create Item button, you are requesting a reimbursement -- a payment made directly to you for job-related costs incurred.

Date	Type	Amount	Merchant	Location	Description	Attachments
12-Mar-2024	Pcard - Purchases	3,257.00 USD	The Mud Room	United States	CATERING FOR END OF YEAR EVENT	(1)

- 13 Check the box next to your expense to add it to an expense report
 - 13a Note that under create report is a count of how many items are in the report, EX: (1 item)
- 14 Click on the big + to create and submit your expense report

Submitting a Reimbursement

How to submit your reimbursement in Expenses
Page 3 of 3

ORACLE

Application Reference Guides

Home

Star

Flag

6

TW

Create Expense Report

Save

Submit

Cancel

Purpose

REIMBURSEMENT - Catering for end of year eve

• 15

Report Total

3,257.00USD

☒ I have read and accept the corporate travel and expense policies.

• 16

Attachments

None

Expense Items (1)

Actions

Create Item

Add Existing

Apply Account

☐	Date	Type	Amount	Merchant	Location	Description	Attachments
☐	12-Mar-2024	Pcard - Purchases	3,257.00 USD	The Mud Room	United States	CATERING FOR END OF YEAR EVENT	(1)

- 15 Use the Purpose field to call out that this is a Reimbursement by writing the word **Reimbursement** in this field.
- 16 Check **I have read and accept the corporate travel and expenses policies**
- 17 Click on **Submit**

Travel and Expenses

Expense Reports

Create Report

Pending Approval

GMIHEC_EXP_000610443321

• 18

Assigned to Nancy Davila-Groveman (...)

• 19

1 item

13.00 USD

Available Expense Items (1)

Actions

Create Item

Do NOT use the Create Item button for a transaction that was made on your school p-card. By clicking the Create Item button, you are requesting a reimbursement -- a payment made directly to you for job-related costs incurred.

- 18 After you click **Submit** you will be taken back to your travel and expenses workbench where you will see your Expense Report with a number assigned to it
- 19 You can see the status of the Expense report as well. Example: **Assigned to Manager**

If you have any questions or need any assistance,
please contact Accounts Payable at:
ap@gmhec.org