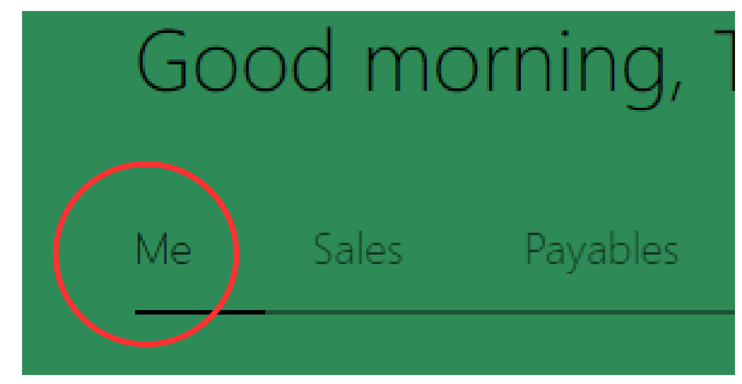
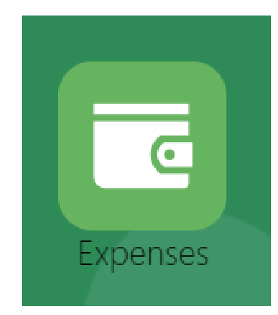
Submitting a Reimbursement

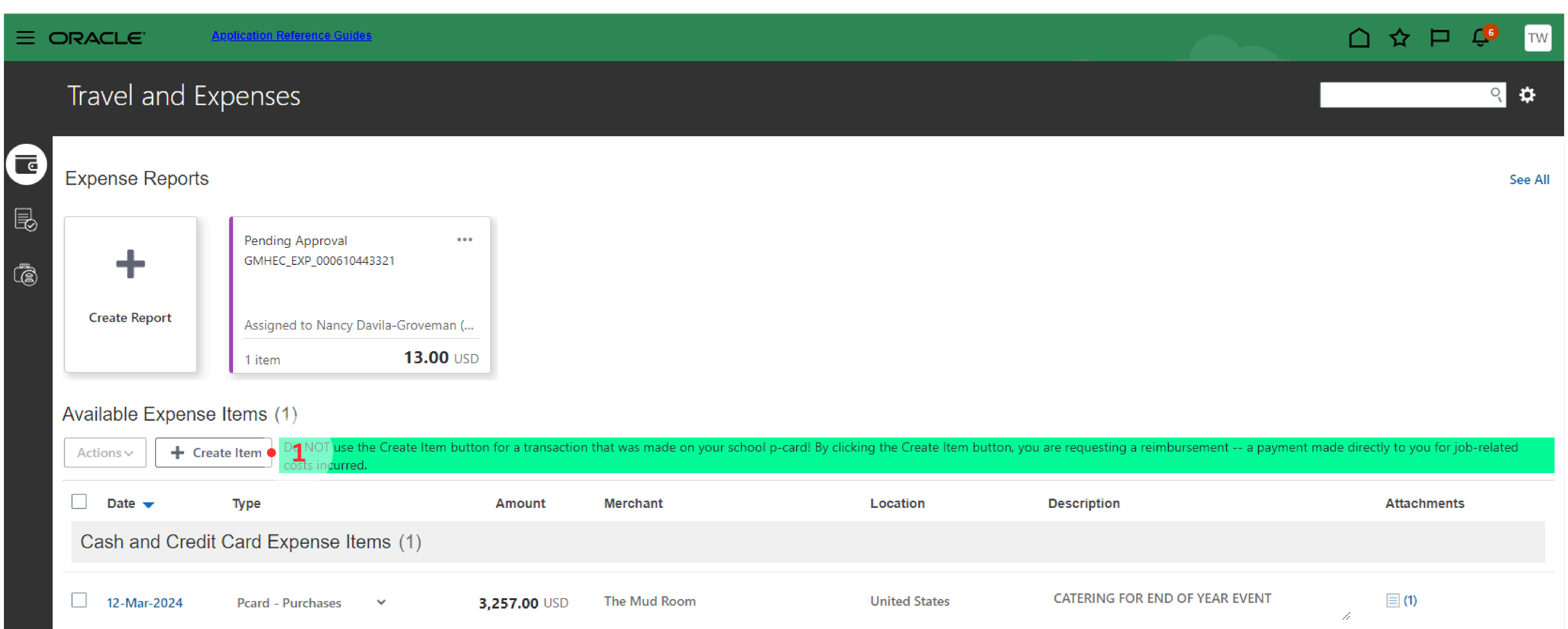
How to submit your reimbursement in Expenses
Page 1 of 3

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

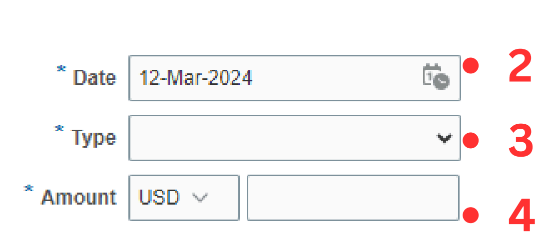


Clicking on the **Expenses** icon will take you to the Expenses Workbench





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



- **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

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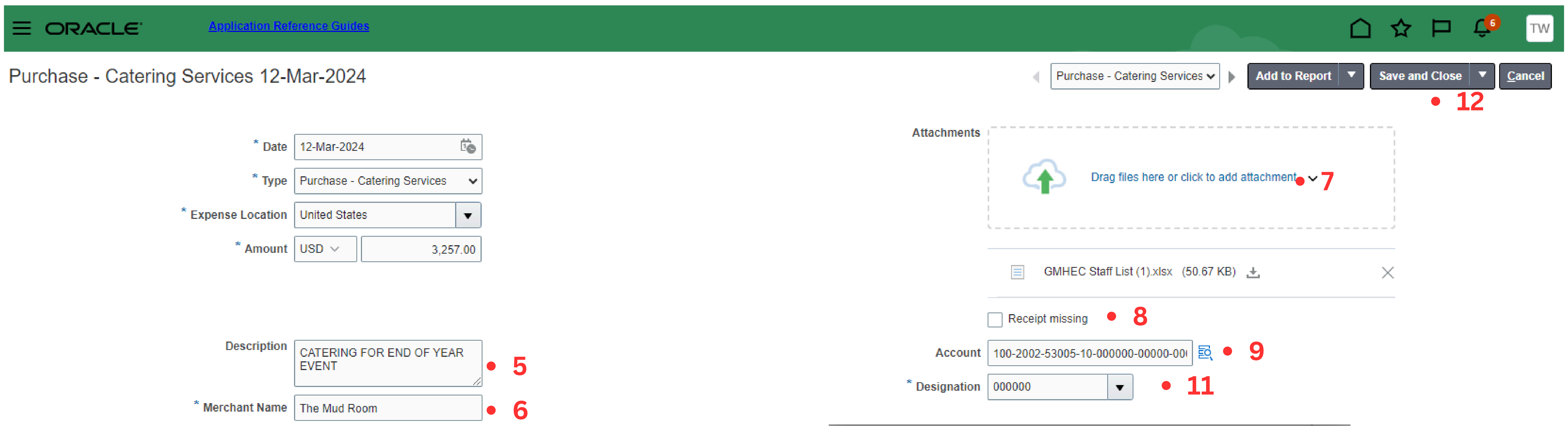
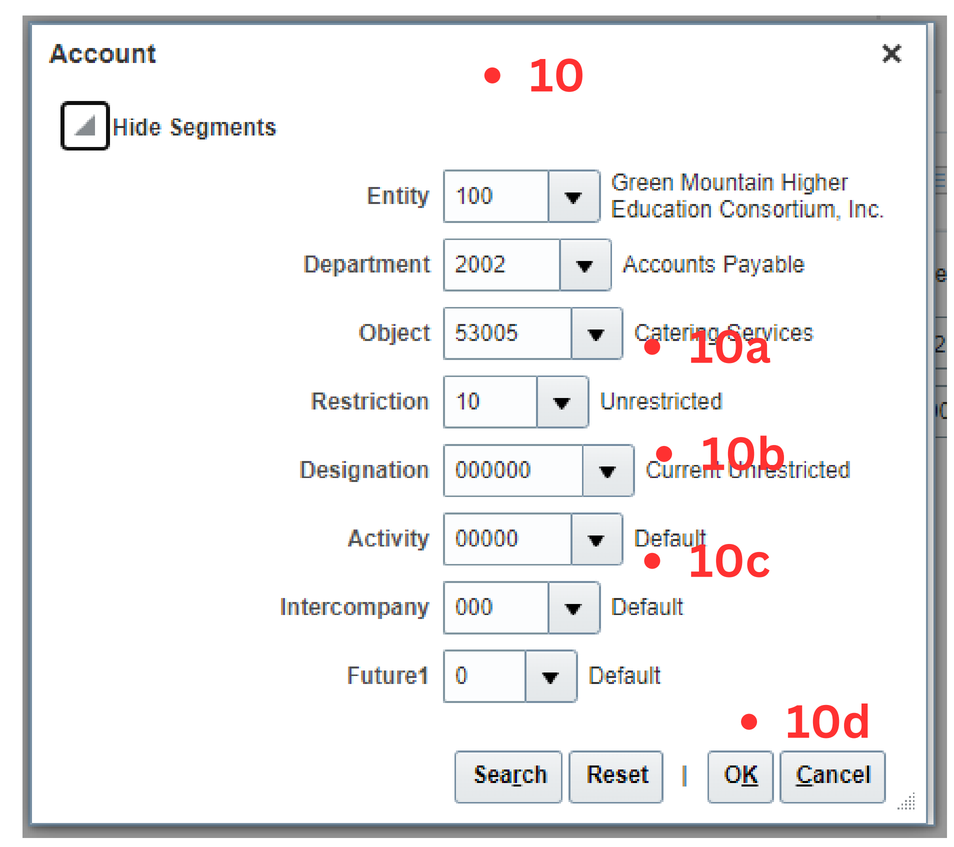
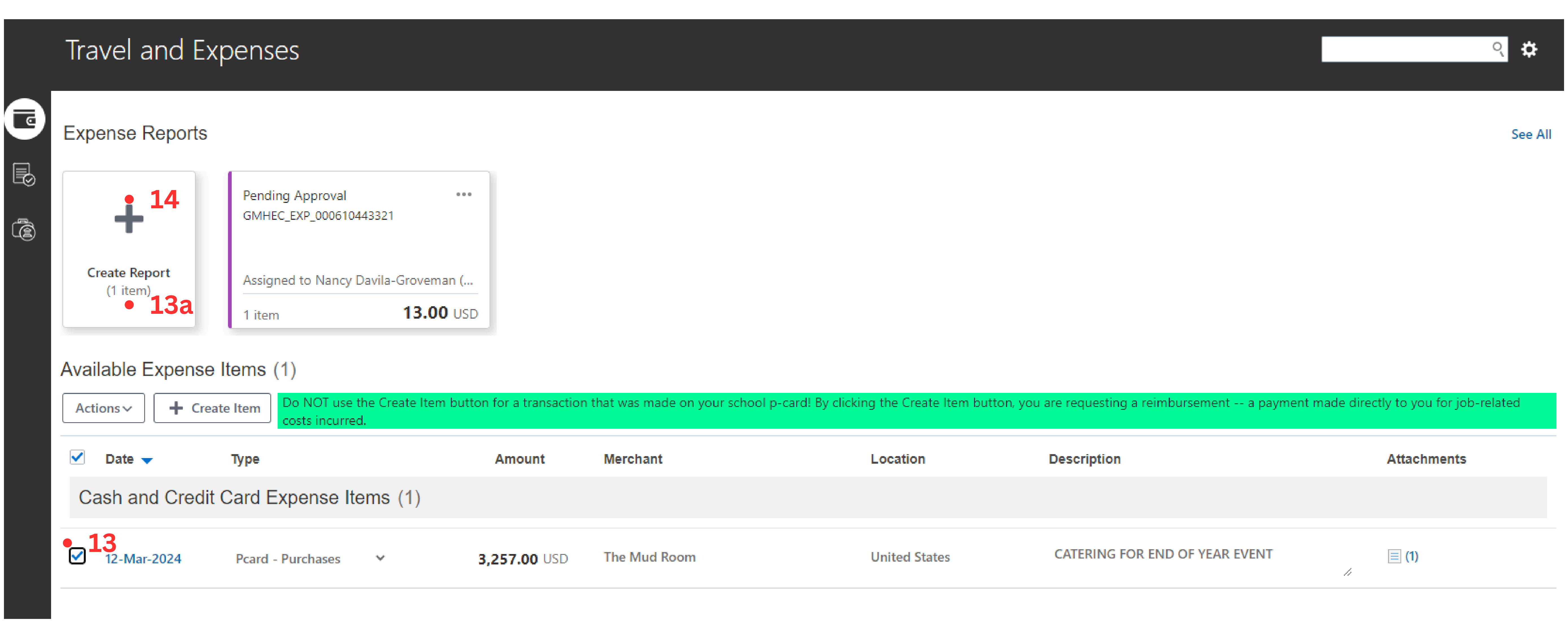




- **5** Describe your expense and its purpose
- **6** Enter the Merchant Name, match the name on the receipt
- **7** Add an invoice or receipt by either drag and dropping it into the square or clicking on the blue text. An invoice should include the date, name of the vendor and the amount charged to 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**



- **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

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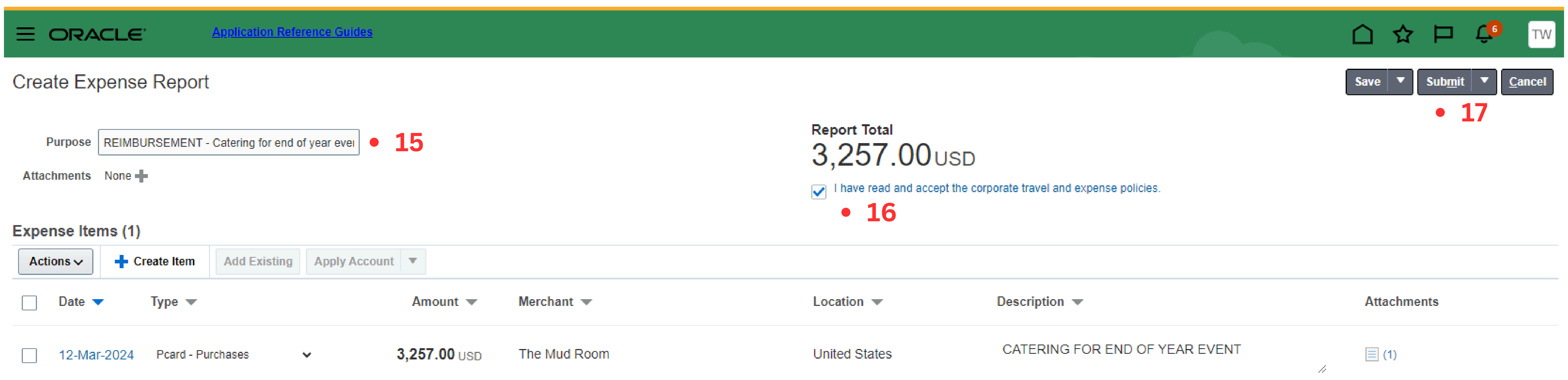
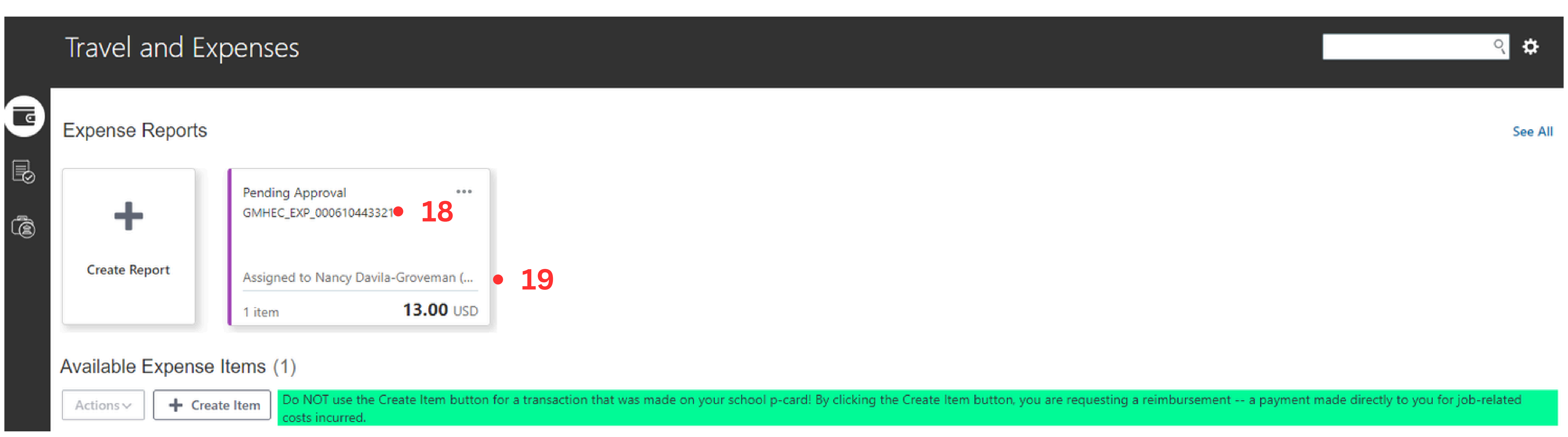


- **15** Use the Purpose field to call out that this is a Reimbursement by writing the word **Reimbursement** in this field.
- **16** Check **I have read and accept the corporate travel and expenses policies**
- **17** Click on **Submit**



- **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