

# Submitting a Reimbursement

How to submit your reimbursement in Expenses  
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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



The screenshot shows the 'Expense Reports' section of the Expenses Workbench. It features a 'Create Report' button with a green plus sign. Below it, there is a section for 'Available Expense Items (1)' with a '+ Create Item' button and a red '1' notification. A table lists one item: 'Cash and Credit Card Expense Items (1)'. The table has columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. One row is visible: '19-Feb-2025', 'Purchase - Equipr', '250.00 USD', 'Ace Hardware', and an 'Add attachment' link with the note 'Original receipt required'. A sidebar on the left contains navigation icons.

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

The screenshot shows the 'Add Item' form. At the top right, there are buttons for 'Add to Report', 'Create Another', 'Save and Close', and 'Cancel'. The form fields include: '\* Date' (19-Feb-2025), '\* Type' (Purchase - Equipment repair and...), '\* Amount' (USD, 250.00), 'Merchant Name' (Ace Hardware), and 'Itemization' (+). There is an 'Attachments' section with a 'Drag files here or click to add attachment' prompt. At the bottom right, there is a 'Remaining Balance 250.00' indicator. Below the form is a table header with columns: '\* Type', '\* Date', 'Daily Amount', 'Days', '\* Amount (USD)', 'Personal', and 'Remove'. The table content is 'No data to display.'.

- **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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Create Expense Item ?

Add to Report ▼ Create Another Save and Close ▼ Cancel

\* Date 19-Feb-2025 📅

\* Type Purchase – Equipment repair and ▼

\* Amount USD

Merchant Name Ace Hardware • 5

Account 200-3003-54100-10-000000-00000-000 🔗 • 7

Attachments • 9

• 6 Drag files here or click to add attachment ▼

Itemization + ▼ 📄 Remaining Balance 250.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
No data to display.						

**Account** • 8

Hide Segments

Entity 200 ▼ Champlain College

Department 3003 ▼ Finance • 8a

Object 54100 ▼ Repairs and Maintenance - Equipment • 8b

Restriction 10 ▼ Unrestricted

Designation 000000 ▼ Default

Activity 00000 ▼ Default

Intercompany 000 ▼ Default

Future1 0 ▼ Default

Search Reset • 8c OK Cancel

- **5** Enter the Merchant Name, match the name on the receipt
- **6** Add an invoice or receipt by either drag and dropping it into the square or clicking on the green 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**
- **7** View and change the Account (or EDORDA) by clicking on the blue icon. A pop up box with detailed information will appear (fig. 8)\*
- **8** The **Account** pop up box breaks out each part of the EDORDA. Common items to edit are:
  - **8a** The Department, especially if you enter expenses for more than one department.
  - **8b** The Object can be edited to better reflect or narrow down the category of this expense
  - **8c** Click **OK** once your EDORDA is correct
- **9** Once you have verified that your information is correct click **Save and Close**

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- 10 Check the box next to your expense to add it to an expense report
- 11 Click on the big + to create and submit your expense report

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

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