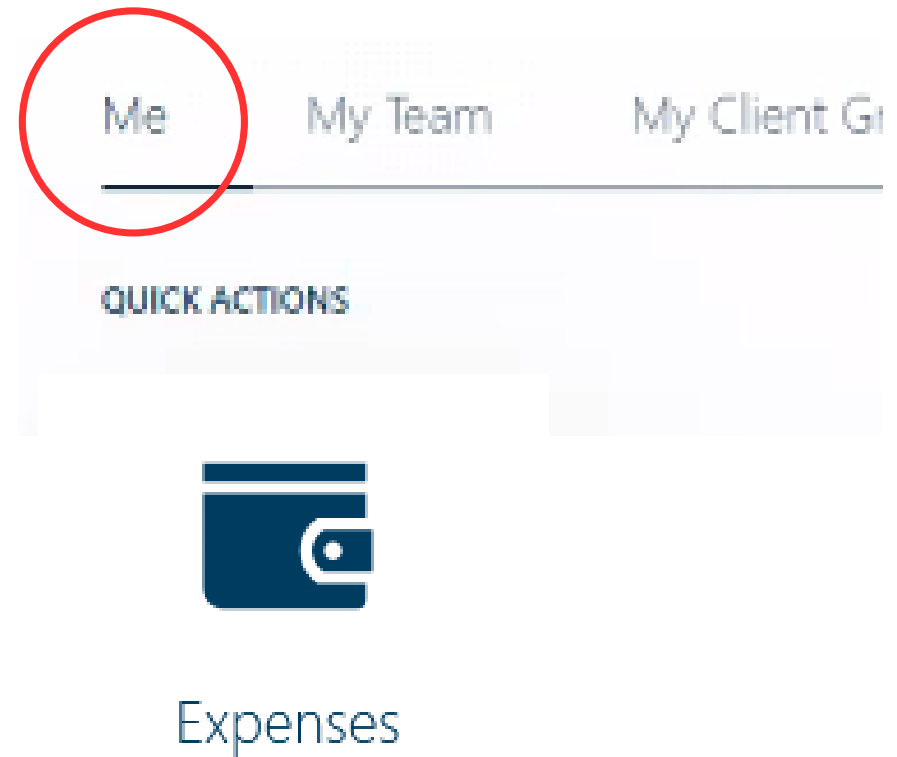


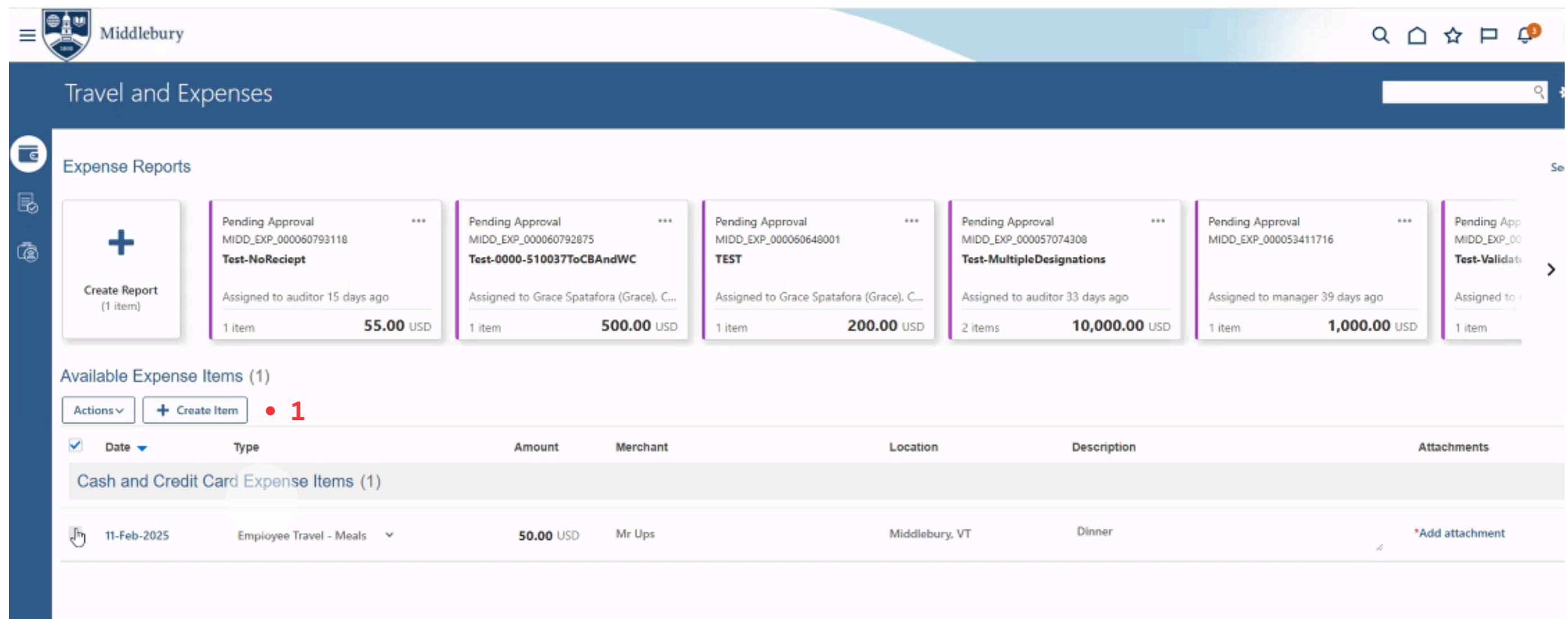
# Submitting a Reimbursement

How to submit your reimbursement in Expenses  
Page 1 of 3

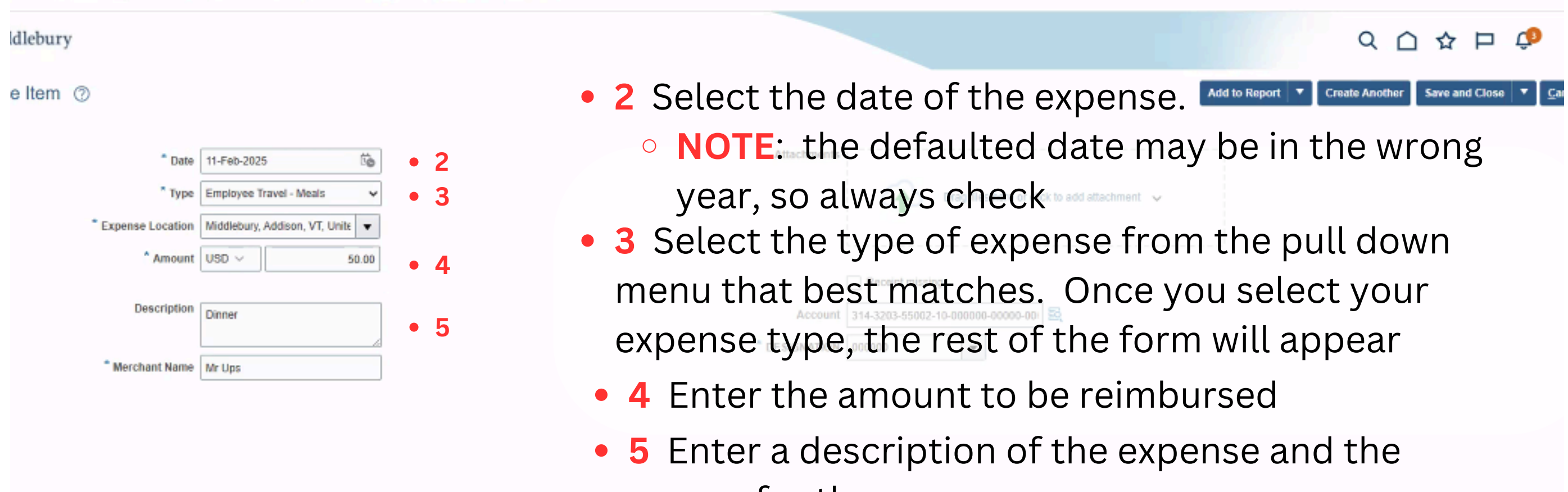
From the **Me** page find the **Expenses** icon and click into it. You may need to scroll down to find it.



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
- **5** Enter a description of the expense and the reason for the expense

# Submitting a Reimbursement

How to submit your reimbursement in Expenses  
Page 2 of 3

The screenshot shows the 'Expense Item' form in the 'Idlebury' system. The form includes fields for Date (11-Feb-2025), Type (Employee Travel - Meals), Expense Location (Middlebury, Addison, VT, Units), Amount (USD 50.00), Description (Dinner), and Merchant Name (Mr Ups). There is an Attachments section with a green arrow icon and a 'Receipt missing' checkbox. The Account field is set to 314-3203-55002-10-000000-00000-00, with a blue icon next to it. The DESIGNATION field is set to 000000. An 'Account' pop-up box is open, showing a 'Hide Segments' checkbox and several dropdown menus: Entity (314 - Central Admin), Department (3203 - Controller's Office), Object (55002 - Business Travel), Restriction (10 - Unrestricted), Designation (000000 - Current Unrestricted), Activity (00000 - Default), Intercompany (000 - None), and Future1 (0 - Default). Buttons for Search, Reset, OK, and Cancel are at the bottom of the pop-up.

- **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 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**
- **8** View and change the Account (or EDORDA) by clicking on the blue icon. A pop up box with detailed information will appear (fig. 8)\*
  - **8a** If your EDORDA has a designation be sure to enter the designation here as well
- **9** The **Account** pop up box breaks out each part of the EDORDA. Common items to edit are:
  - **9a** The Department, especially if you enter expenses for more than one department.
  - **9b** The Object can be edited to better reflect or narrow down the category of this expense
  - **9c** Click **OK** once your EDORDA is correct
- **10** Once you have verified that your information is correct click **Save and Close**

# Submitting a Reimbursement

How to submit your reimbursement in Expenses  
Page 3 of 3

The screenshot shows the 'Expense Reports' section of a software interface. On the left, there is a sidebar with icons for home, reports, and profile. The main area has a 'Create Report' button with a green plus sign and the number '12'. Below this is a section titled 'Available Expense Items (1)' with an 'Actions' dropdown and a '+ Create Item' button. A table lists available items with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. One item is listed: '19-Feb-2025 Purchase - Equipr 250.00 USD Ace Hardware'. A checkbox is next to the date. To the right of the table, there is a link 'Add attachment' and the text 'Original receipt required'. A red dot with the number '11' is next to the checkbox.

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

The screenshot shows the 'Create Expense Report' form in the Middlebury system. The form has a 'Purpose' field with 'Team Dinner' entered, a red dot with '13' next to it, and an 'Attachments' field with 'None'. The 'Report Total' is '50.00 USD' with a red dot and '15' next to it. There is a checkbox for 'I have read and accept the corporate travel and expense policies' with a red dot and '14' next to it. Below the form is a table of 'Expense Items (1)' with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. One item is listed: '11-Feb-2025 Employee Travel - Meals 50.00 USD Mr Ups Middlebury, VT Dinner'. A checkbox is next to the date, and there is a link '\*Add attachment' to the right. A red dot with '15' is next to the checkbox.

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

**If you have any questions or need any assistance,  
please contact Accounts Payable at:**

**ap@gmhec.org**