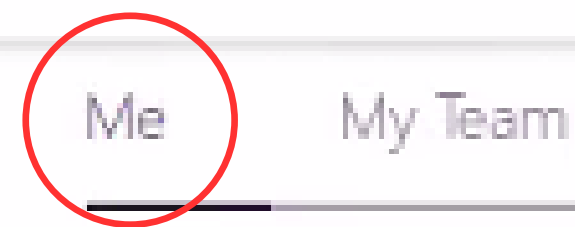


Submitting a Reimbursement

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.



QUICK ACTIONS

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



| Date | Type | Amount | Merchant | Location | Description | Attachments |
|-------------|-------------------------|-----------|----------|----------------|-------------|-----------------|
| 01-Dec-2024 | Employee Travel - Meals | 50.00 USD | test | Colchester, VT | meals test | *Add attachment |

- **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

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The screenshot displays the 'Create Expense Item' form in the Saint Michael's College Expenses system. The form includes fields for Date (01-Dec-2024), Type (Employee Travel - Meals), Expense Location (Colchester, Chittenden, VT, Utr), Amount (USD 50.00), Description (meals test), and Merchant Name (test). A red dot '6' is placed next to the Merchant Name field. To the right, there is an 'Attachments' section with a dashed box and a red dot '7' indicating where to drag or click to add an attachment. Below the attachments is a 'Receipt missing' checkbox and an 'Account' field with a blue icon and a red dot '8'. A pop-up window titled 'Account' is shown in the foreground, containing a 'Hide Segments' checkbox and several dropdown menus: Entity (400 - Saint Michael's College, Inc.), Department (3001 - 9a), Object (55002 - 9b Travel), Restriction (10 - Unrestricted), Designation (000000 - Default), Activity (00000 - Default), Intercompany (000 - Default), and Future1 (0 - Default). A red dot '9' is at the top of the pop-up, and a red dot '9c' is next to the 'OK' button. The pop-up also has 'Search', 'Reset', 'OK', and 'Cancel' buttons at the bottom.

- **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 purple 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)*
- **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**

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The screenshot shows the 'Travel and Expenses' interface. At the top, there's a header with the college logo and navigation icons. Below that, a search bar and a 'Travel and Expenses' title. The main area is divided into 'Expense Reports' and 'Available Expense Items (1)'. The 'Expense Reports' section shows a grid of reports, each with a status (e.g., 'Pending Approval'), a unique ID, a description, and a total amount. A large red '+ 12' is overlaid on the 'Create Report' button. The 'Available Expense Items' section shows a table with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. A red '11' is overlaid on the checkbox next to the first item.

| Date | Type | Amount | Merchant | Location | Description | Attachments |
|-------------|-------------------------|-----------|----------|----------------|-------------|-----------------|
| 01-Dec-2024 | Employee Travel - Meals | 50.00 USD | test | Colchester, VT | meals test | *Add attachment |

- 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. At the top, there's a header with the college logo and navigation icons. Below that, a search bar and a 'Create Expense Report' title. The form has a 'Purpose' field with the value 'test' and a red '13' overlaid on it. There's a 'Report Total' field showing '50.00'. A 'Terms and agreement checkbox' is checked, with a red '14' overlaid on it. At the bottom right, there are 'Save', 'Submit', and 'Cancel' buttons, with a red '15' overlaid on the 'Submit' button. The 'Expense Items (1)' section shows a table with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. A red '11' is overlaid on the checkbox next to the first item.

| Date | Type | Amount | Merchant | Location | Description | Attachments |
|-------------|-------------------------|-----------|----------|----------------|-------------|-----------------|
| 01-Dec-2024 | Employee Travel - Meals | 50.00 USD | test | Colchester, VT | meals test | *Add attachment |

- 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