

REQUEST AN EMPLOYEE REIMBURSEMENT

- 1) Click EMPLOYEE REIMBURSEMENT.
- 2) Select Approval Path (it is likely you will see only one path).
- 3) Choose appropriate Payee. If you are an Administrative Initiator, you will be able to see the names of other individuals for whom you can prepare a request.
- 4) Select the appropriate "remit to" destination. Enter new address information if necessary, or preferred destination for checks. If you have direct deposit (ACH) that information will default.
- 5) If reimbursement is to clear an outstanding advance, select the appropriate advance from the drop down menu.
- 6) Enter a brief explanation in the Detailed Description field.
- 7) Enter the appropriate chartfield.
- 8) Enter the Total Amount you are requesting.
- 9) Enter the amount to be sent directly to you and/or the amount to be credited to the American Express card.
- 10) Select the appropriate breakdown sheet(s) and detail expenses accordingly.
 - a) Travel
 - b) Business Meals
 - c) Miscellaneous
- 11) Click here to preview your request before submitting it. (To save your request for submission at a later time, click SAVE.)
 - a) In the PREVIEW & SUBMIT screen (not pictured), review the information you have entered. (Click BACK if you wish to edit.)
- 12) Within the preview screen, click here to attach your supporting documentation. (Skip to Step 14 if mailing paper support to AP)
 - a) Click the yellow folder icon, and select the appropriate file.
 - b) Click Open to attach the file
 - c) Enter a brief description of the documentation here.
- 13) Click SUBMIT when satisfied that request details are complete. At the prompt, click OK to confirm.
 - a) Use this transaction ID when tracking your request.
- 14) **Do this only when mailing documentation to AP:** Click PREVIEW (11) and print the REQUEST BAR CODE page. Attach this as the cover to your supporting documentation and give them to your Approver. Send all to AP upon approval.

For technical help:

Contact ITS Client Services (CS) at 212-998-3333 (press 1 when prompted) or email its.AdminHelp@nyu.edu.

For help on AP transactions

Email APworkflow@nyu.edu or call 212-998-2990

MAIN MENU

EMPLOYEE ADVANCE 1

EMPLOYEE REIMBURSEMENT

INQUIRY / SEARCH

HELP

EMPLOYEE REIMBURSEMENT

REQUEST INFORMATION

Approval Path: New York University Departmental P 2
 Payee: Einstein, Albert Q. 3
 Request # NEXT
 Prepared By: Einstein, Albert Q.

PAYEE INFORMATION

Vendor ID: 0000123456
 Vendor Name: Einstein, Albert Q.
 Remit To: ENTER NEW ADDRESS 4
 Address 1, Address 2, Address 3, Address 4, City, State, Zip

INVOICE INFORMATION

Budget Period: 2008
 Detailed Description: 6
 Outstanding Advances: (None) 5

EXPENSE / ACCOUNT DETAIL INFORMATION

Account	Fund	Org	Program	Project	Amount	Status
+					8	7
Total Expenses					\$0.00	
Total Advance					\$0.00	
GRAND TOTAL					\$0.00	

DISTRIBUTION INFORMATION

Remit to Employee: \$0.00 9
 Remit to AMEX:
 American Express #

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	Travel	Business Meals	Miscellaneous	Total
Supp. Detail	a \$0.00	b \$0.00	c \$0.00	\$0.00

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SAVE PREVIEW

Preview Screen

FILE UPLOAD (Support Documentation)

File	Description
12a	12c

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BACK SUBMIT

