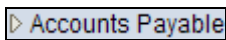
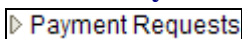

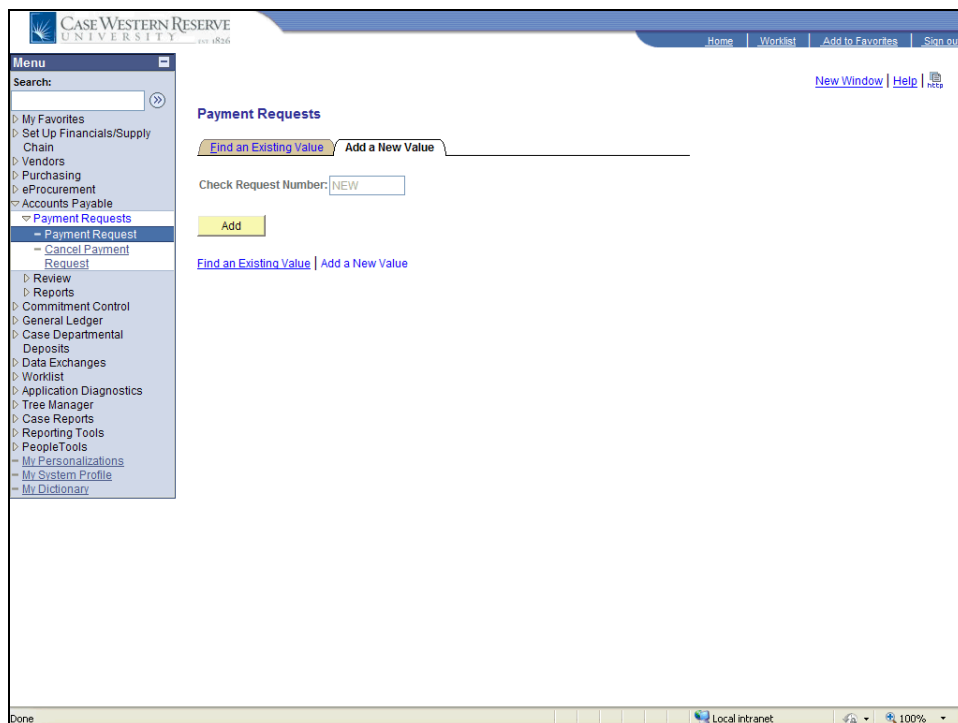


Information Technology Services Reference Sheet Student Reimbursement


Procedure

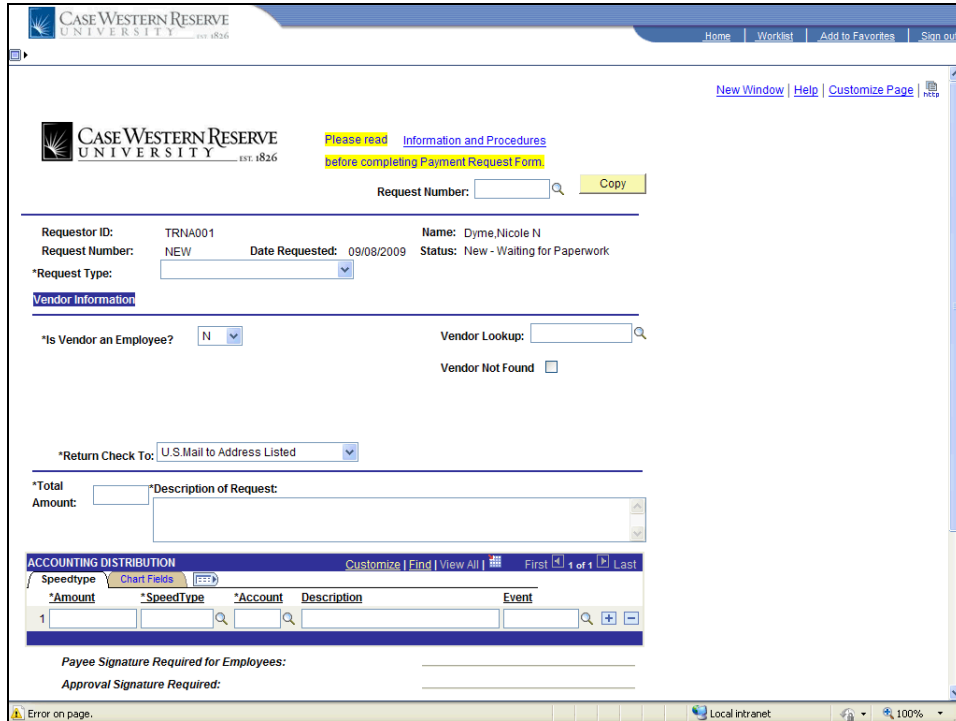
Use these directions to request a reimbursement for a student in the Accounts Payable module.


Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Payment Requests link. 
3.	Click the Payment Request link. 



Student Reimbursement


Step	Action
4.	<p>The Payment Requests screen appears.</p> <p>Click the Add button.</p> 

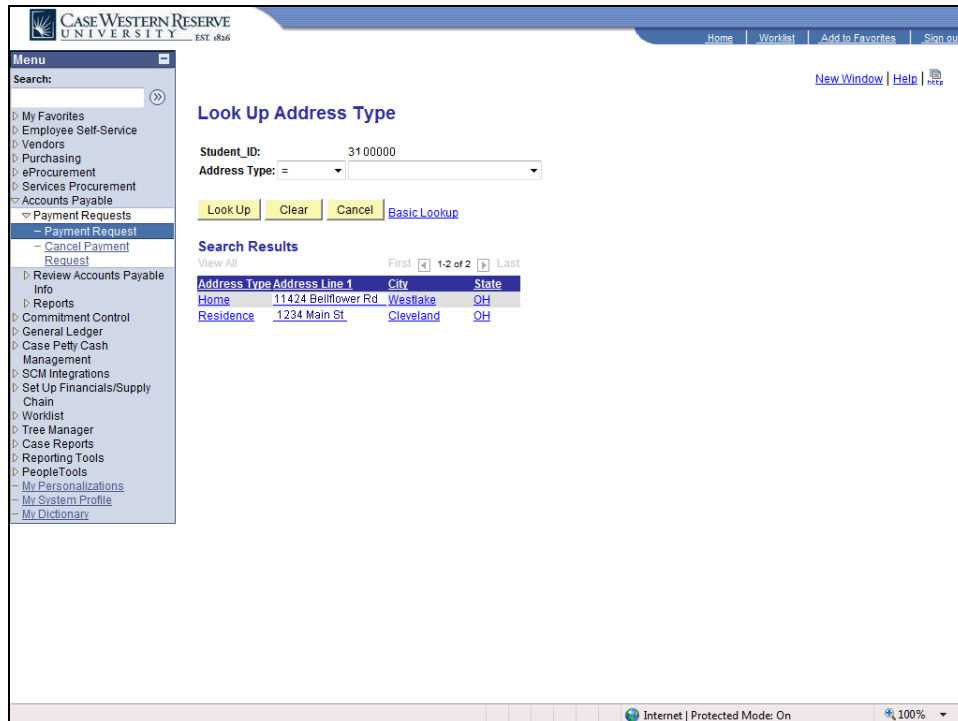


Step	Action
5.	<p>The Payment Request form appears.</p> <p>Click the Information and Procedures link.</p> 
6.	<p>A new window appears. It contains important information about the payment request process. Please read it before proceeding.</p>
7.	<p>Return to the Payment Request form.</p> <p>Click the Request Type list.</p>

Step	Action
8.	Click the Student Reimbursement list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Student Reimbursement</div>

Student Reimbursement

Step	Action
9.	Enter the student ID (7 digit) into the Student ID field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Student_ID</div>
10.	Click the Look up button for the Address Type . 



Step	Action
11.	<p>The student's addresses appear. Choose the correct address to send the reimbursement check.</p> <p>Student addresses are generated from the Student Information System (SIS) and may only be updated by the student in SIS Self Service.</p> <p>Student addresses are accurate from the Student Information System.</p>

Case Western Reserve University logo and navigation links (Home, Worklist, Add to Favorites, Sign out).

Menu: My Favorites, Employee Self-Service, Vendors, Purchasing, eProcurement, Services Procurement, Accounts Payable, Payment Requests, Payment Request, Cancel Payment Request, Review Accounts Payable Info, Reports, Commitment Control, General Ledger, Case Petty Cash Management, SCM Integrations, Set Up Financials/Supply Chain, Worklist, Tree Manager, Case Reports, Reporting Tools, PeopleTools, My Personalizations, My System Profile, My Dictionary.

Request Number: [] Copy

Requestor ID: TRNA001 Name: Dyme, Nicole, N
 Request Number: NEW Date Requested: 11/05/2010 Status: New - Waiting for Paperwork
 *Request Type: Student Reimbursement

Vendor Information

Student ID: 3100000 Address Type: HOME
Natie Pattie
 11424 Bellflower Rd
 Westlake OH 44145

*Return Check To: U.S. Mail to Address Listed

*Total Amount: [] *Description of Request: []

ACCOUNTING DISTRIBUTION

Speedtype	*Amount	*SpeedType	*Account	Fund	Dept	Class	Project	Event	Description
1									

Payee Signature Required for Employees: []
 Annual Signature Required: []

Step	Action
12.	The student's name and address appears. Verify that this is the correct student before proceeding.

Case Western Reserve University logo and navigation links (Home, Worklist, Add to Favorites, Sign out).

Request Number: [] Copy

Requestor ID: TRNA001 Name: Dyme, Nicole, N
 Request Number: NEW Date Requested: 11/05/2010 Status: New - Waiting for Paperwork
 *Request Type: Student Reimbursement

Vendor Information

Student ID: 3100000 Address Type: HOME
Natie Pattie
 11424 Bellflower Rd
 Westlake OH 44145

*Return Check To: U.S. Mail to Address Listed
 Direct Deposit
 Hold for Pickup at AP
 Student Pickup at Cashiers
 U.S. Mail to Address Listed

*Total Amount: [] *Description of Request: []

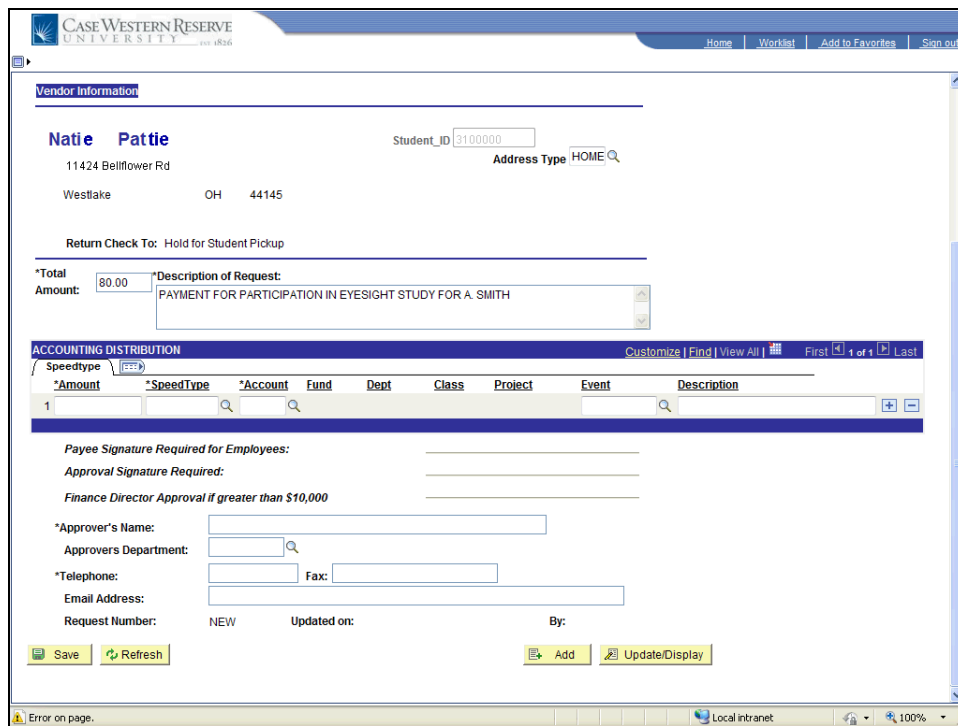
ACCOUNTING DISTRIBUTION

Speedtype	*Amount	*SpeedType	*Account	Fund	Dept	Class	Project	Event	Description
1									


Payee Signature Required for Employees: []
 Annual Signature Required: []

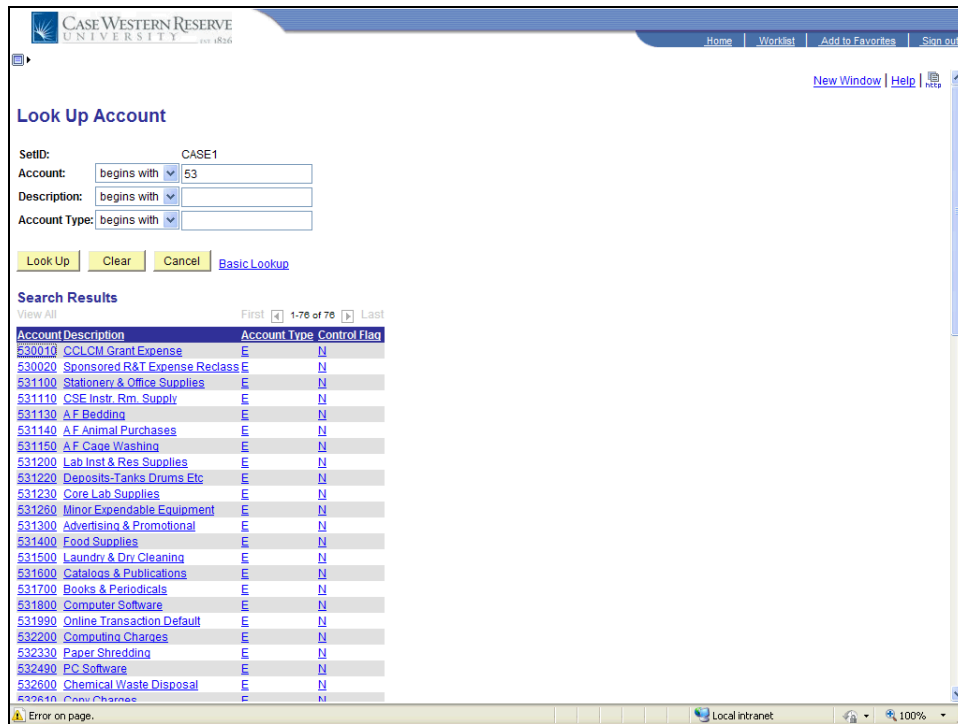
Student Reimbursement

Step	Action
13.	The Return Check To field allows a choice of Student Pickup at Cashiers or U.S. Mail to Address listed.
14.	Enter the total dollar amount of the reimbursement into the Total Amount field. <div style="border: 1px solid black; padding: 2px; width: fit-content;">*Total Amount: <input type="text"/></div>
15.	Enter an appropriate and thorough description of the reimbursement request in the Description of Request field.
16.	The Accounting Distribution group box allows the total dollar amount to be split between speedtypes if necessary. <div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 2px; width: fit-content; margin-top: 5px;">ACCOUNTING DISTRIBUTION</div>




Step	Action
17.	Enter the appropriate dollar amount into the Amount field. <div style="border: 1px solid black; padding: 2px; width: fit-content;">*Amount</div>
18.	Enter the appropriate speedtype into the SpeedType field. <div style="border: 1px solid black; padding: 2px; width: fit-content;">*SpeedType</div>

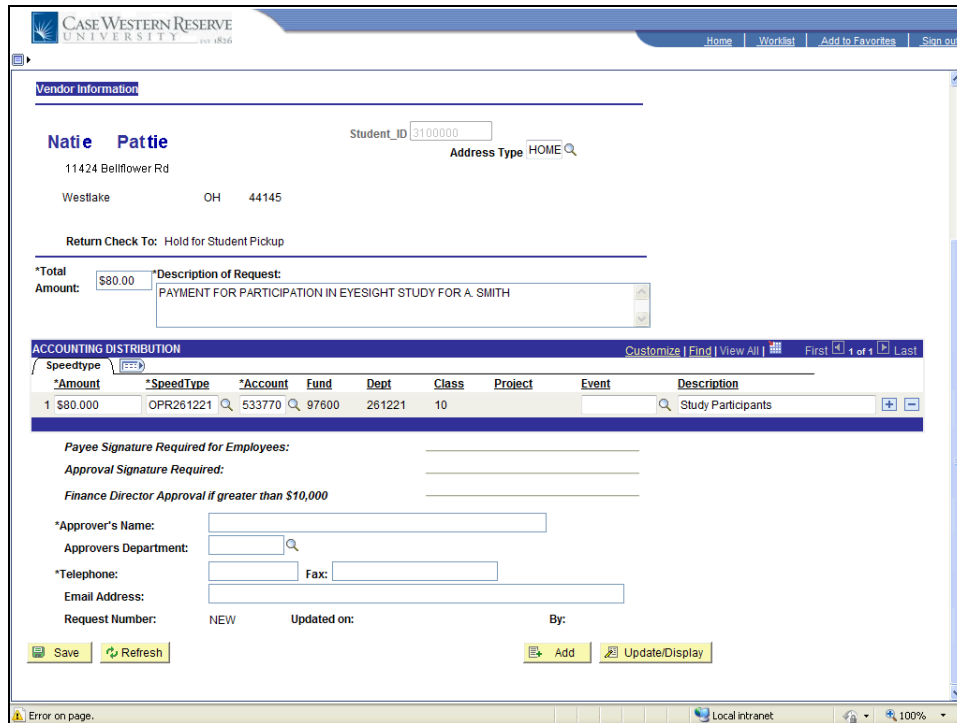
Step	Action
19.	Enter the appropriate account number into the Account field. Begin by entering the first two digits of the account. For example, enter "53" for a non-salary expense account.
20.	Click the Look up Account button. 



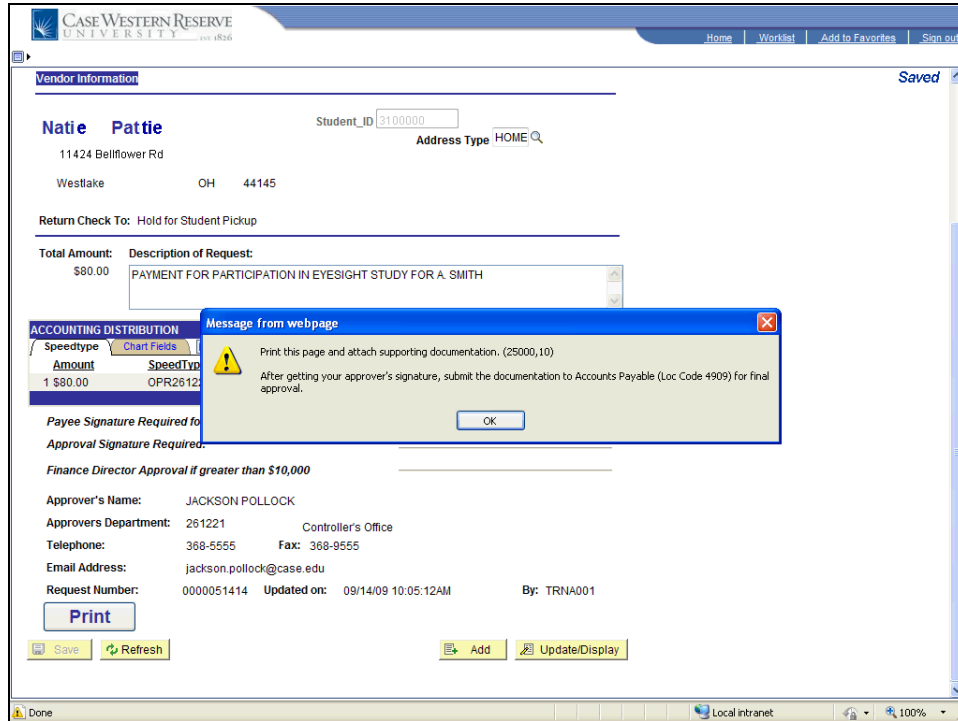
Step	Action
21.	The Look Up Account screen appears. Select the appropriate account from the search results. <u>Core Lab Supply</u>
22.	The account description defaults into the Description field and appears on departmental reports. However, this description may be changed to help you in identifying the expense. <u>Description</u> Study Participants
23.	If an Event chartfield applies to this reimbursement (optional), enter it in the Event field or click the Look up Event button to locate it in the search results. <u>Event</u>

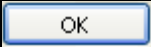


Student Reimbursement

Step	Action
24.	If the total dollar amount is being split between speedtypes, click the Add a new row button to add another distribution row onto which the new amount and speedtype can be entered. 



Step	Action
25.	Enter the name of the approver into the Approver's Name field.
26.	Enter the appropriate number into the Approver's Department field or click the Look up Approvers Department button to locate it in the search results. 
27.	Enter the approver's telephone number into the Telephone field. 
28.	Enter the approver's fax number into the Fax field, if applicable. 
29.	Enter the approver's email address into the Email Address field.
30.	Click the Save button. 



Step	Action
31.	<p>A warning message appears. It contains important directions about submitting the payment request.</p> <p>Click the OK button.</p> 
32.	<p>Click the Print button.</p> 
33.	<p>The Windows Print dialogue box appears. Click the Print button to print the payment request.</p> 
34.	<p>This completes the process of entering a student reimbursement request into the Accounts Payable module.</p> <p>Attach all supporting documentation, obtain signatures, and mail or drop off completed form and information to Accounts Payable, Location code 4909.</p> <p>End of Procedure.</p>