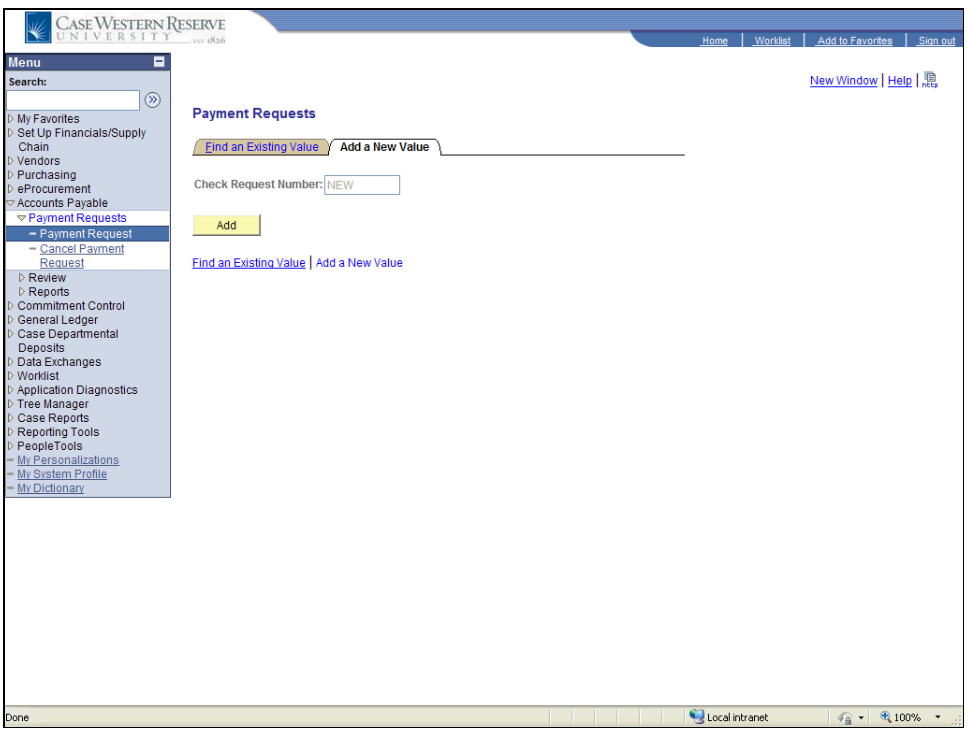
Information Technology Services Reference Sheet
Student Reimbursement

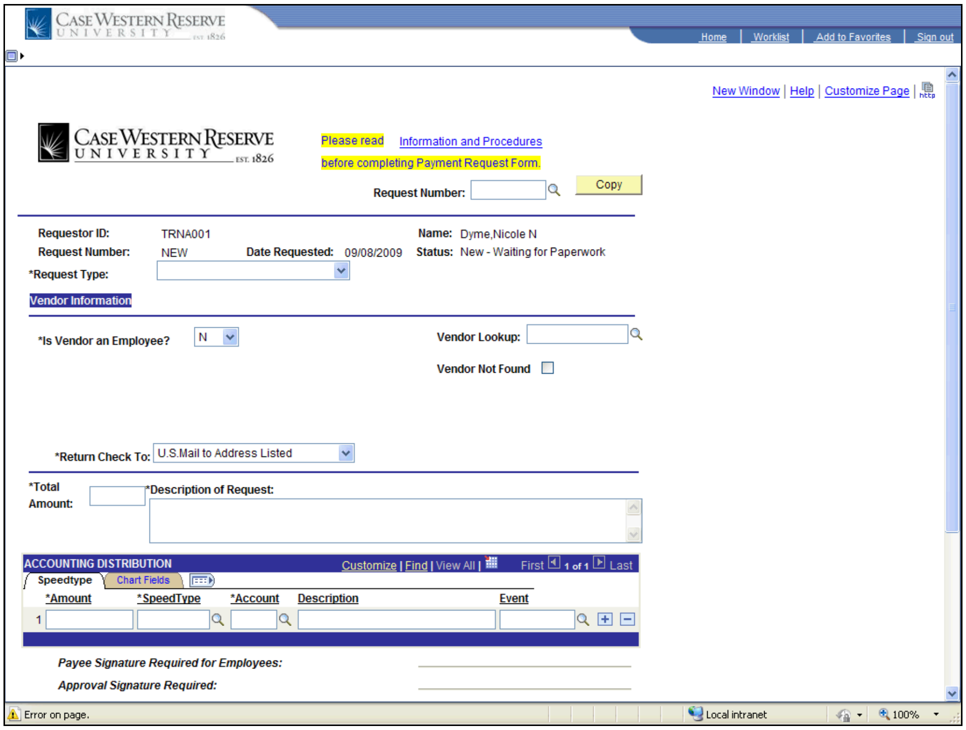
Procedure

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

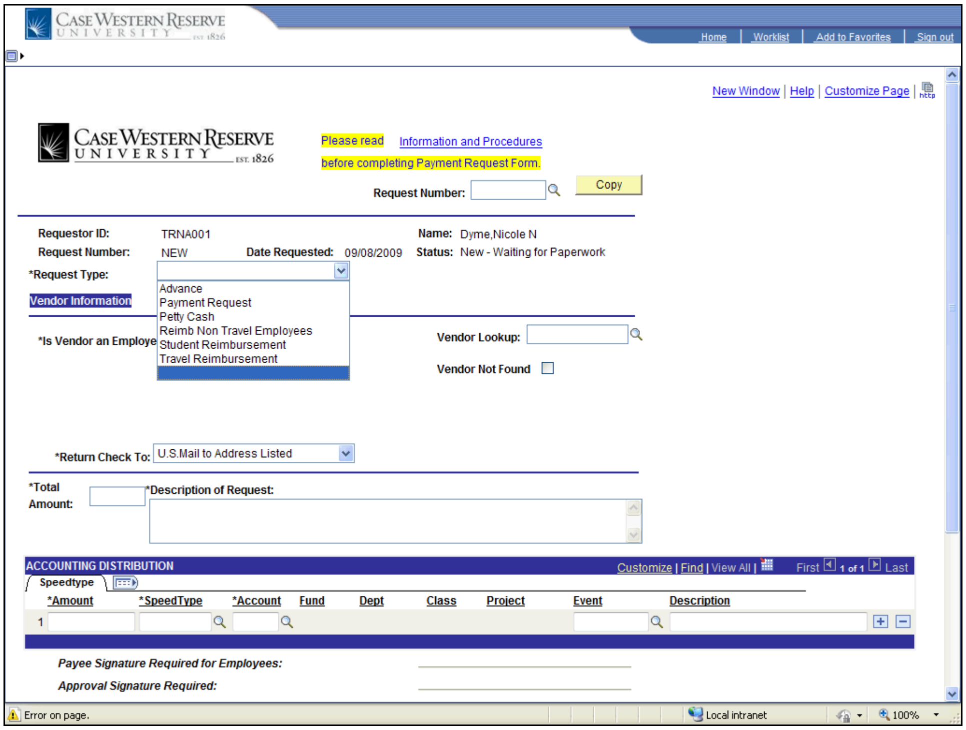
Step	Action
1.	Click the **Accounts Payable** link. Accounts Payable
2.	Click the **Payment Requests** link. Payment Requests
3.	Click the **Payment Request** link. Payment Request



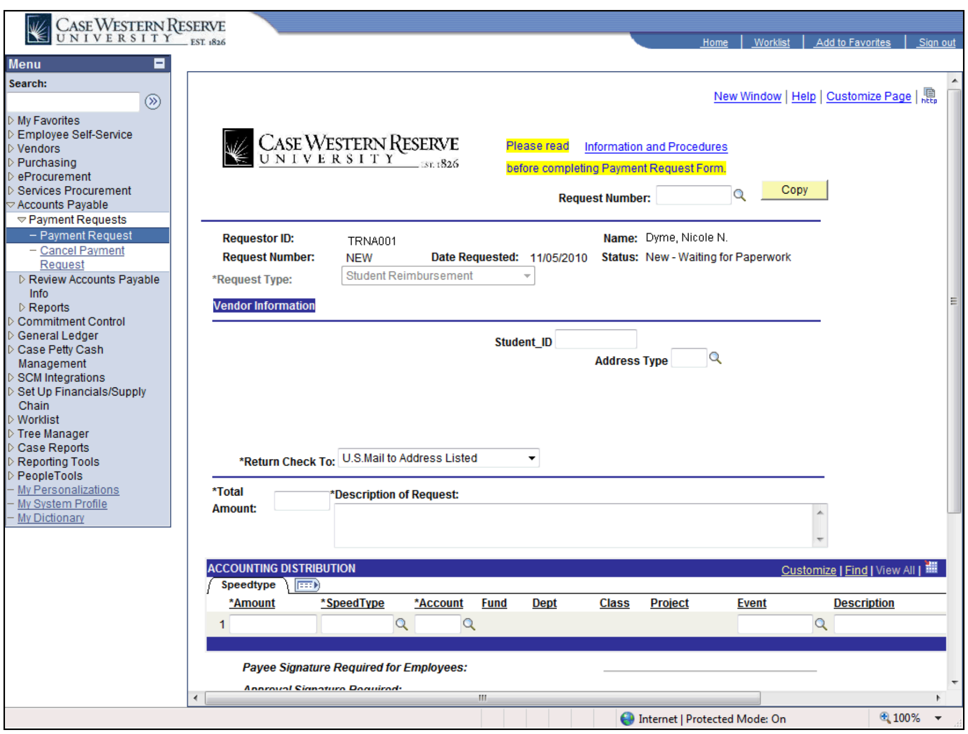
Step	Action
4.	The Payment Requests screen appears. Click the **Add** button. Add



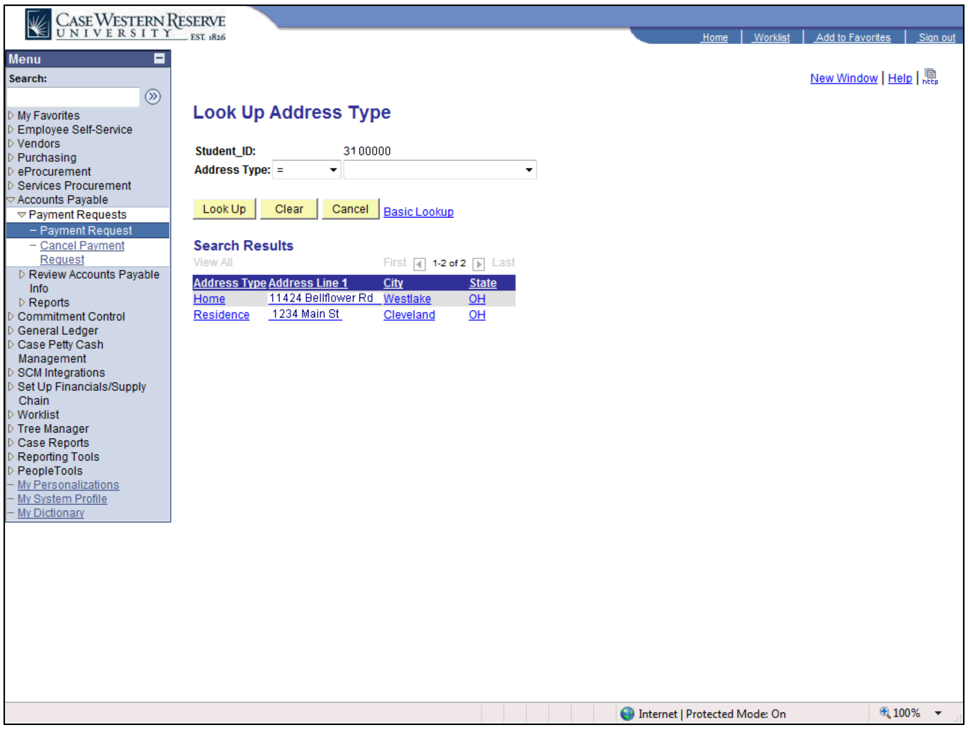
Step	Action
5.	The Payment Request form appears. Click the **Information and Procedures** link. Information and Procedures
6.	A new window appears. It contains important information about the payment request process. Please read it before proceding.
7.	Return to the Payment Request form. Click the **Request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



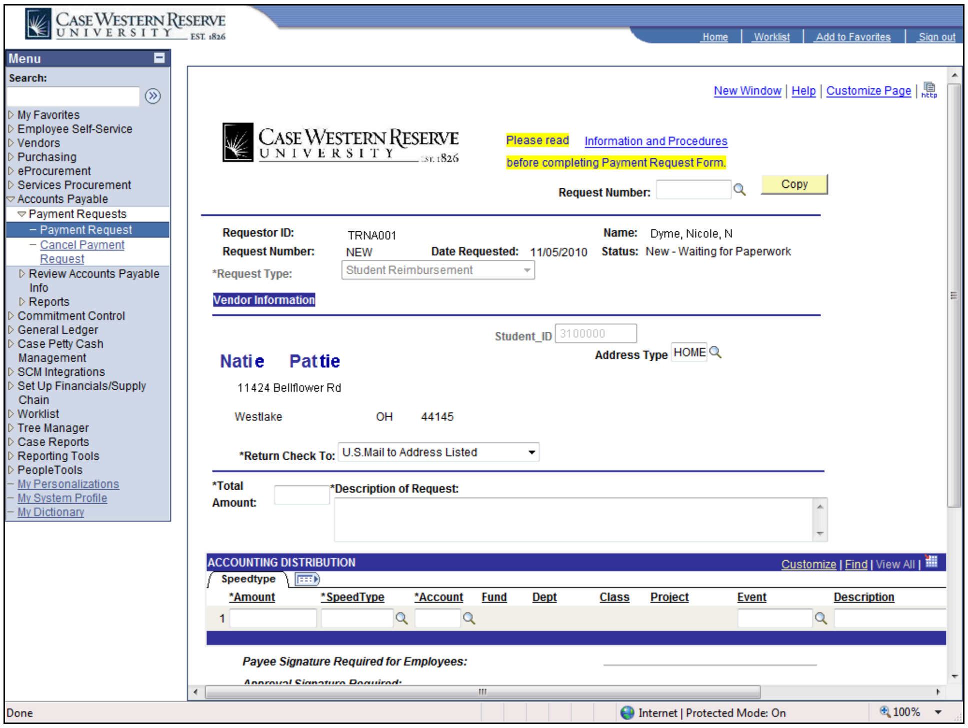
Step	Action
8.	Click the **Student Reimbursement** list item. Student Reimbursement



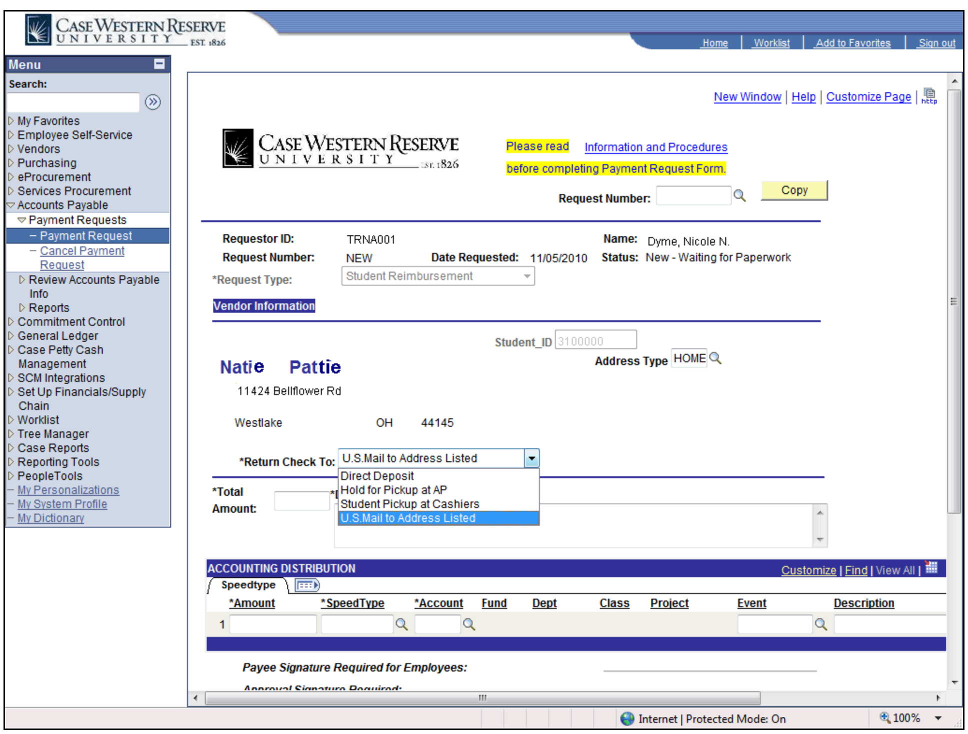
Step	Action
9.	Enter the student ID (7 digit) into the **Student ID** field. Student_ID
10.	Click the **Look up** button for the **Address Type**. 



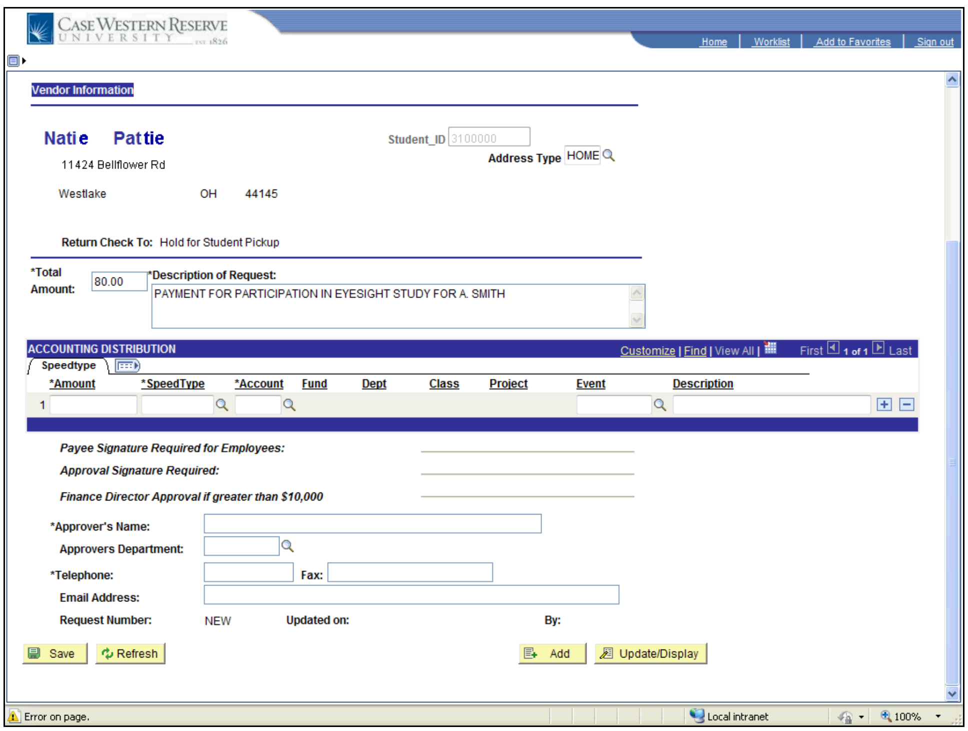
Step	Action
11.	The student's addresses appear. Choose the correct address to send the reimbursement check. Student addresses are generated from the Student Information System (SIS) and may only be updated by the student in SIS Self Service. Student addresses are accurate from the Student Information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



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

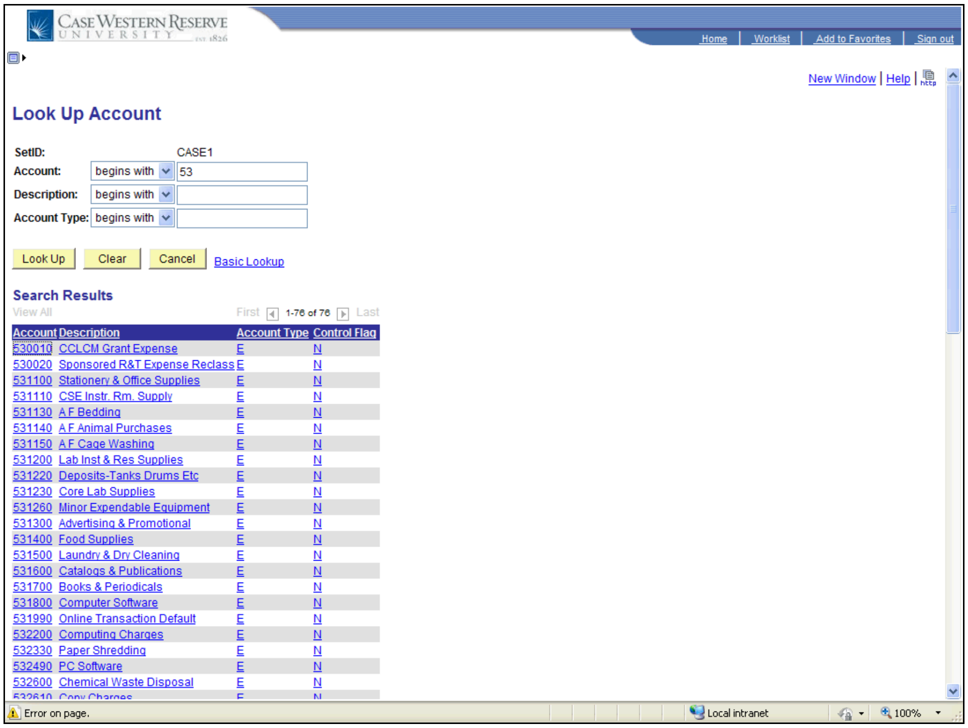


Step	Action
13.	The **Return Check To** field allows a choice of Student PIckup at Cashiers or U.S. Mail to Address listed.
14.	Enter the total dollar amount of the reimbursement into the **Total Amount** field. *Total Amount:
15.	Enter an appropriate and thorough description of the reimbursement request in the **Description of Request** field.
16.	The Accounting Distribution group box allows the total dollar amount to be split between speedtypes if necessary. ACCOUNTING DISTRIBUTION



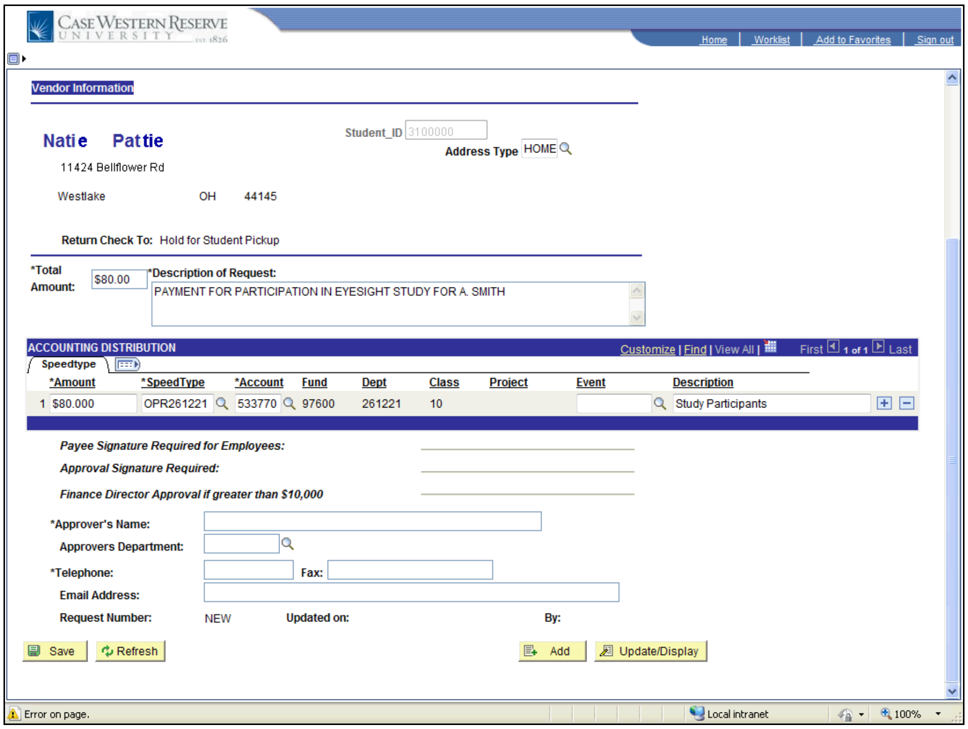
Step	Action
17.	Enter the appropriate dollar amount into the **Amount** field. *Amount
18.	Enter the appropriate speedtype into the **SpeedType** field. *SpeedType

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.

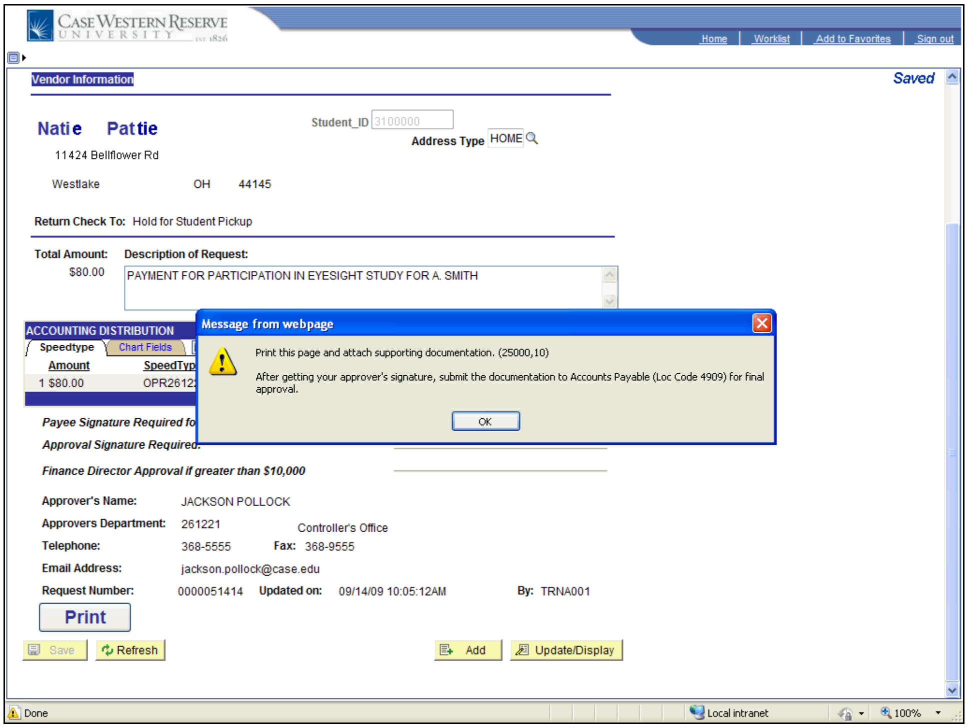


Step	Action
21.	The Look Up Account screen appears. Select the appropriate account from the search results. Core Lab Supplies
22.	The account description defaults into the **Description** field and appears on departmental reports. However, this description may be changed to help you in identifiying the expense. Description 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. Event

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. Approvers Department:
27.	Enter the approver's telephone number into the **Telephone** field. *Telephone:
28.	Enter the approver's fax number into the **Fax** field, if applicable. Fax:
29.	Enter the approver's email address into the **Email Address** field.
30.	Click the **Save** button. Save



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