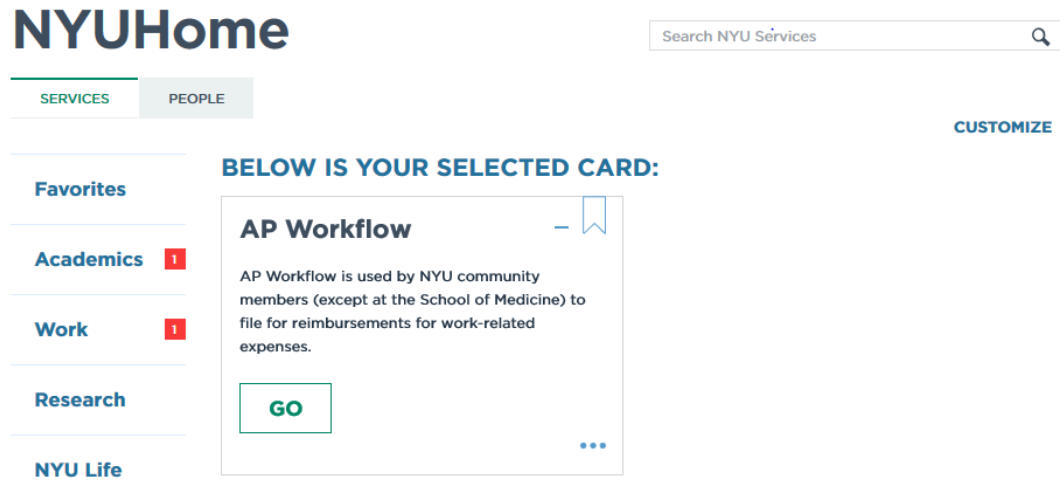## Student Reimbursement Instructions

1) Using your NetID, log into NYU Home.
   - Once logged in, search for AP workflow and click Go.

2) Once in AP workflow, on the left hand Main Menu, under **Employee** click on "Reimbursement."

3) Click Ok.

4) REQUEST INFORMATION
   a. Select an Approval Path: Select **FAS Chemistry Doctoral Students**
   b. Payee: Enter your name
   c. Contact Name and Phone: Enter your name & Phone Number

5) PAYEE INFORMATION
   a. Enter the address where you would like your check to be mailed.

6) INVOICE INFORMATION
   a. In the "Detailed Description" field, enter the reason for your reimbursement. (Example: Attended the 2019 American Chemical Society Conference).

7) EXPENSE/ACCOUNT DETAIL INFORMATION
   a) Enter the chartfield given by your PI.
   b) Enter the total amount to be reimbursed.

8) SUPPORT DETAIL INFORMATION
   a) Click on "Travel" – a Travel Expenses Breakdown window will pop up.
   b) Enter the Travel Dates and Purpose of Travel
   c) Fill in the amounts for each expense under the columns given.
   d) Once complete, click "Save Travel Information."
   e) Continue to do the same for the rest of the tabs: Business Meals and Miscellaneous. Registration Fees can be entered using the Miscellaneous tab.

9) Distribution Information
   a) Once you've entered all information, enter the total amount you are requesting in the "Remit to Employee" field.

10) Click Save and Preview.

11) File Upload: Support Documentation
   a) Scroll down to the bottom of the page and upload all supporting documents such as:

   - **Paid receipts** - All receipts must show your request was PAID (not an invoice or a quote). If you cannot provide a receipt, a credit card statement can be submitted. Please remember to white out your account numbers before submitting.

   -**Meal receipts** must be itemized
      a. If meal receipt is not itemized or you have other missing receipts on your request the Missing/Inadequate documentation Request Form (link below) must be completed.

   -**Boarding passes** (Or screen shot of boarding pass) along with the paid proof of purchase or conference pass with name on it

   b) Upload PI approval under miscellaneous.

Please note that your reimbursement request will be routed to **Irene Kiriazi** for review prior to Departmental and AP approval. If you need to correct something on the form after submission, please contact Irene (Irene.kiriazi@nyu.edu).

Useful Links:

Travel Policy

https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/domestic-and-foreign-travel-policy-for-sponsored-programs.html

Expense Reimbursement Policy

https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/expense-reimbursement.html

Missing/Inadequate documentation Request Form

https://www.nyu.edu/content/dam/nyu/financialOperationsTreas/documents/forms/MissingReceiptReport.pdf