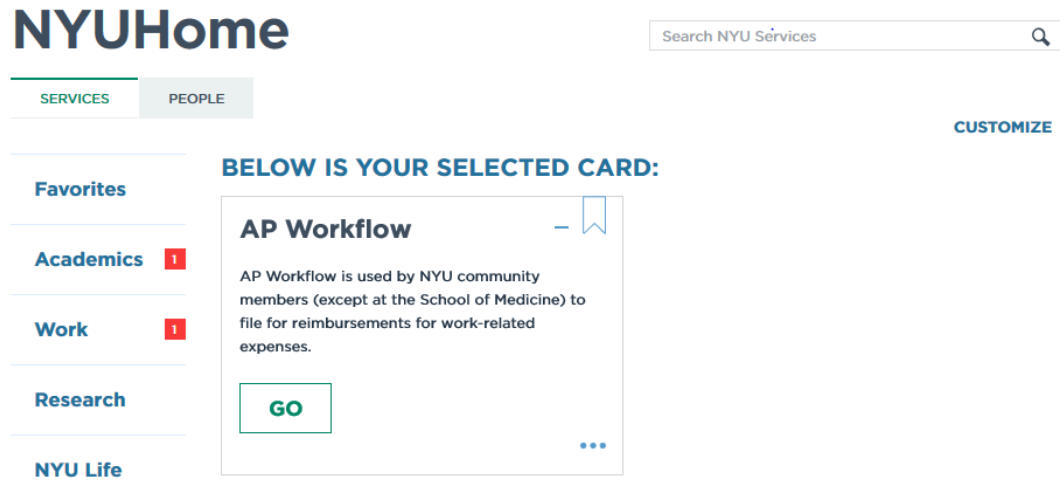


## Student Reimbursement Instructions

- 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."

The screenshot displays the "EMPLOYEE REIMBURSEMENT" form. The left sidebar shows a "MAIN MENU" with sections: "ADMINISTRATION" (Approval Paths), "EMPLOYEE" (Advance, Reimbursement, Search), and "HELP" (Direct Deposit, Online Help, Video Tutorials). The main form area has a "PREVIEW & SUBMIT" tab. The "REQUEST INFORMATION" section includes fields for "Approval Path" (dropdown), "Payee" (dropdown), "Contact Name", and "Phone". It also shows "Request # NEXT" and "Prepared By Aneleen F Dizon". The "PAYEE INFORMATION" section includes "Vendor ID (Unknown)", "Vendor Name (Unknown)", "Address 1", "Address 2", "State", and "Zip". A modal dialog titled "NEW EMPLOYEE REIMBURSEMENT REQUEST" is open, displaying the message: "You are now creating a new EMPLOYEE REIMBURSEMENT Request. Select an APPROVAL PATH to begin." with an "OK" button. The "EXPENSE / ACCOUNT DETAIL INFORMATION" section has a table with columns: ACCOUNT, FUND, DEPT ID, PROGRAM, PROJECT, AMOUNT. The "DISTRIBUTION INFORMATION" section includes "Remit to Employee" (0.00) and "Remit to Corporate Card" (0.00). Summary rows show "TOTAL EXPENSES 0.00", "TOTAL ADVANCE 0.00", and "GRAND TOTAL 0.00". At the bottom, there are "CANCEL REQUEST", "SAVE", and "PREVIEW" buttons.

ACCOUNT	FUND	DEPT ID	PROGRAM	PROJECT	AMOUNT
					0.00
TOTAL EXPENSES					0.00
TOTAL ADVANCE					0.00
GRAND TOTAL					0.00

- 3) Click Ok.

**MAIN MENU**

**ADMINISTRATION**

APPROVAL PATHS

**EMPLOYEE**

ADVANCE

**REIMBURSEMENT**

SEARCH

**HELP**

DIRECT DEPOSIT

ONLINE HELP

VIDEO TUTORIALS

**EMPLOYEE REIMBURSEMENT**
PREVIEW & SUBMIT

**REQUEST INFORMATION**

Approval Path  Request # **NEXT**

Payee

Prepared By **Aneleen F Dizon**

Contact Name  Phone

**PAYEE INFORMATION**

Vendor ID **(Unknown)** Address 1

Vendor Name **(Unknown)** Address 2

Remit To **NEW ADDRESS** Address 3

Address 4

City  State  Zip

**INVOICE INFORMATION**

Budget Period **2020** Outstanding Advance

Detailed Description

**EXPENSE / ACCOUNT DETAIL INFORMATION**

	ACCOUNT	FUND	DEPT ID	PROGRAM	PROJECT	AMOUNT	
+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	\$
-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	
TOTAL EXPENSES						0.00	
TOTAL ADVANCE						0.00	
GRAND TOTAL						0.00	

**DISTRIBUTION INFORMATION**

Remit to Employee

Remit to Corporate Card

---

**DISTRIBUTION TOTAL**

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.

The screenshot displays the 'EMPLOYEE REIMBURSEMENT' system interface. The main window is titled 'TRAVEL EXPENSES BREAKDOWN'. It contains the following elements:

- Form Fields:**
  - Travel Departure Date:
  - Travel Return Date:
  - Business Purpose Of Travel:
- EXPENSE / ACCOUNT DETAILS Table:**

+	DATE	HOTEL	AIR / BUS / RAILROAD	PERSONAL CAR (enter # of miles)	TOLL	CAR RENTAL	PARKING	CAR SERVICE	TEL / FAX / INTERNET	SUBTOTAL
-		0.00	0.00	(0.000)	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- MEALS DURING TRAVEL AND OTHER EXPENSES Table:**

Use this section below only for meal expenses incurred during travel.

+	DATE	BREAKFAST	LUNCH	DINNER	OTHER (Description)	OTHER (Amt)	SUBTOTAL
-		0.00	0.00	0.00		0.00	0.00
- Buttons:** 'SAVE TRAVEL INFORMATION' and 'CANCEL'.

The background interface shows the 'PREVIEW & SUBMIT' tab selected. Below the main window, the 'SUPPORT DETAIL INFORMATION' section is visible, featuring tabs for 'Travel', 'Business Meals', and 'Miscellaneous', and a 'SUPPORT TOTAL' field showing 0.00. At the bottom, there are 'CANCEL REQUEST', 'SAVE', and 'PREVIEW' buttons.

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>