Reimbursement Requests in WORKS™

Important points about Reimbursements in Works

- **Reimbursement Request** is the process by which UD employees will be reimbursed for business expenses paid using personal funds.
- **Reimbursement Request** can be submitted by UD employee or by a staff person on behalf of UD employee.
- A person does not have to be a cardholder or card administrator to submit a Reimbursement Request
- University policy requires that a Reimbursement Request be supported by appropriate receipts and approved by the employee’s supervisor. This documentation will be maintained at the employee department level.
- Print the completed Reimbursement Request in Works and staple the associated receipts to the report.

Processing a Reimbursement:
1. Go to Expenses (Upper Left)
2. Click on **Reimbursements**

3. This opens the **Reimbursements Accountholder** screen
   A. Go to the Create arrow and choose Create Reimbursement
      a. **Reference Number** – Enter Payee’s Name
      b. **Purchase Date** – enter date of expenses or travel start date
      c. **Vendor** – this field is used to designate the HR/Payroll direct deposit bank account to which the reimbursement should go:
         - If you have only one bank account – leave blank
- If you have multiple bank accounts registered with UD Payroll – enter last 4 digits of the account to which the reimbursement should be deposited.

d. Reimburse – displays the name of person completing the reimbursement request

e. Payee Name – the person being reimbursed
   - This will pre-populate with the name of the person logged into Works
   - If reimbursement is on behalf of someone else, overwrite using their name
   - Enter name in Last Name, First Name format

f. Payee ID - the Employee ID of the Payee Name
   - This will pre-populate with the Employee ID of the person logged into Works
   - If reimbursement is on behalf of someone else, overwrite using the new Employee ID (please make sure this is 100% accurate!)

g. Comments - enter the reason for travel. Consider the 5 Ws - Who, What, Where, When, and Why

4. Allocation – use this section to enter the UD accounting chartfields for these reimbursed expenses
   a. Add line(s) box - enter additional lines after entering each expense
   b. Category – choose from the dropdown list

   Do not use:
   - (unspecified)

c. Note box (differs with each Type) – enter information requested

d. Description – enter business reason for expense

e. Amount – enter dollar amount (use format 00.00)
Note: after entering Mileage, **Amount** will calculate automatically

f. **GL** – this pre-populates with your default codes; edit if needed
g. **Trans Type** – defaults to REIMB (do not change)

- You may accept the defaults or populate with new values
- OR start to type in new value and a box will appear and offer choices click on **See More …**

**REMEMBER!** Only Speedtype and Account are required for the UD Financials system. The other fields, such as Project ID and Source, are generally tied to Speedtype and do not need to be entered. Do not change Project ID!

If you want to add additional items to the reimbursement:

a. **Add line(s)** box - enter the number of additional lines (up to 20 at a time)
b. A new set(s) of fields are added below
c. Change the **Category** (optional)
d. **Note box** (differs with each **Category**) – enter information requested
e. Keep same **Description** if appropriate or **Edit**
f. If necessary, **Edit the Speedtype** and/or **Account** on new line(s)
   - Enter values
g. Continue adding lines for all reimbursable expenses
h. Click **Save** to print Reimbursement report
i. Click **Submit** if Reimbursement is ready for manager's approval
5. **Expense Folder** – use this feature to group reimbursable expenses with other related charges within Works system

   a. Click arrow by Action in upper right corner
   b. Click on Add to Expense Report
   c. At Add expense documents to: Choose either New Expense Report or Existing Expense Report
   d. If **New**, enter a **Name** and in **Comments** enter business reason
   e. If **Existing**, choose from list
   f. Click **OK** and Reimbursement Request will be submitted when expense folder is signed-off
6. **Print the Reimbursement Request** - Staple receipts to this report and use in approval process. Reimbursement Requests are accessed at Works home page in **Action Items** queue.

**IMPORTANT – Print the Reimbursement report before signing off!**

a. Click **Home** (upper left)

b. Under **Action Items** Go to Action – **Submit for Approval**, Type – **Reimbursement**, Current Status – **Draft** and Click on **Draft**

c. Click on Reimbursement Number (Document) to print

d. Click **Print**
e. Print Documents screen appears
   • Print: Choose **Details**
   • Click **Print Preview**

f. Another window opens with details of Reimbursement Request
   • Click **Print**
A Print window opens – select your printer and click Print
Close the screen

7. Attach receipts to reimbursement report
   a. Follow University policy regarding receipt requirements

8. Sign-off required for Reimbursement Request – two options:
   
   **ONE** - If bundled in Expense Report, verification is completed with folder sign off
Click **Sign Off**

**TWO** - If *not* part of Expense Report – sign off is completed directly from the Type **Reimbursement**.

- The **View** is **Submit For Approval** for Accountholder or **Sign Off** for Approver
- It includes *all* Reimbursement Requests
- **IMPORTANT** - Only sign-off Reimbursements with nothing showing in the **In Expense Report** column
- Click **Sign Off**
Preferred Approval Process for Reimbursement Requests

Posted on Procurement Service’s website – www.udel.edu/procurement

Please note the two versions:

- Traveler Entering Expenses in Works
- Another Employee Entering Expenses in Works on Behalf of Traveler

Appendix: GL accounting fields – Project ID and Source

- Speedtype controls the chartfields for Dept. ID, Project ID, Source, Fund and Program; this remains true in Works!
- In Works/Allocation, GL fields:
  - If the Speedtype already has a Project ID or Source, they cannot be overwritten in Works (Note: they will not display in Works GL fields.). If you enter a Project ID and/or Source, they will be ignored when the charge is posted in UD Financials.
  - If the Speedtype does not already have a Project ID or Source, they can be entered in Works. This is a RARE situation.

Procurement Services

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