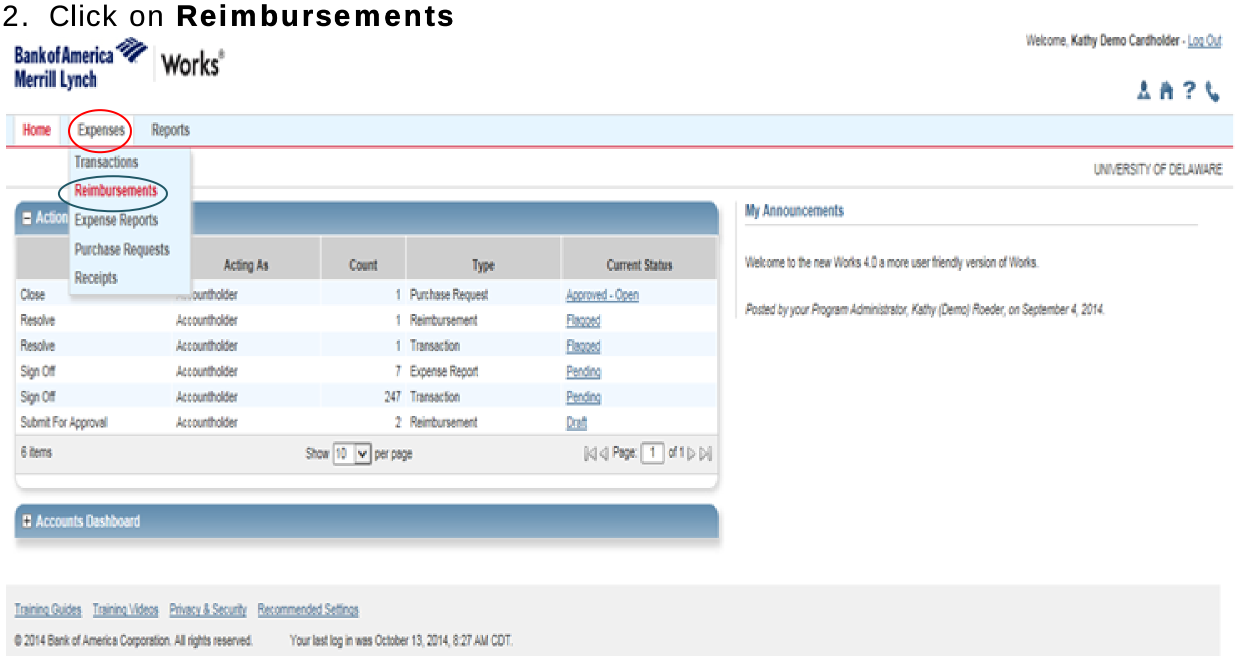
Reimbursement Requests in WORKS™

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.
- **Preferred Approval Process for Reimbursement Requests** – Is on the Procurement website – www.udel.edu/procurement.

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

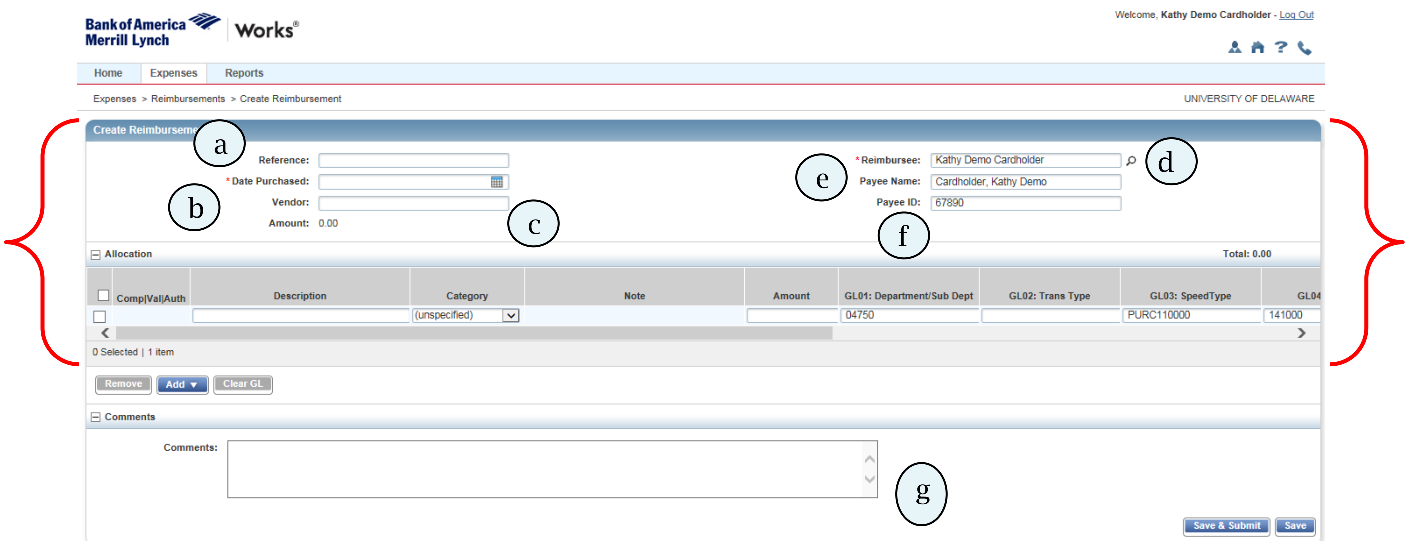
- If you have multiple bank accounts registered with UD Payroll – enter last 4 digits of the account to which the reimbursement should be deposited.

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!)

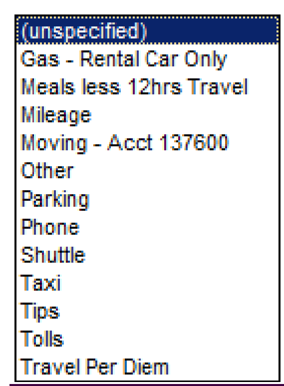
g. **Comments** - enter the reason for travel. Consider the 5 Ws - Who, What, Where, When, and Why



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

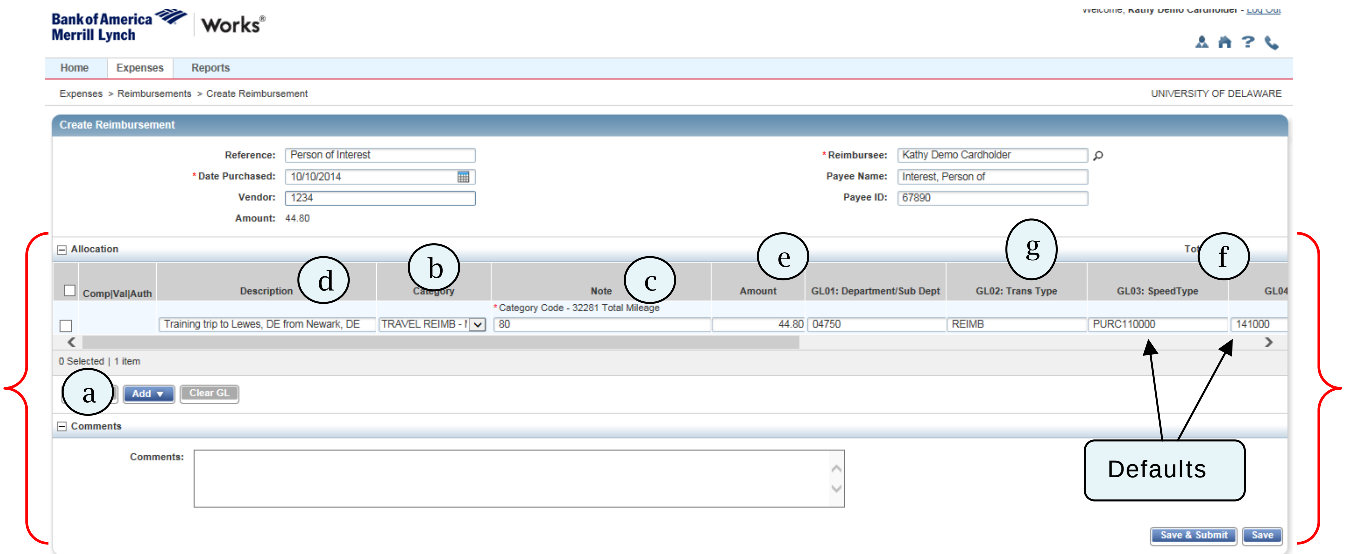
d. **Description** – enter business reason for expense

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
- **<u>OR</u>** 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

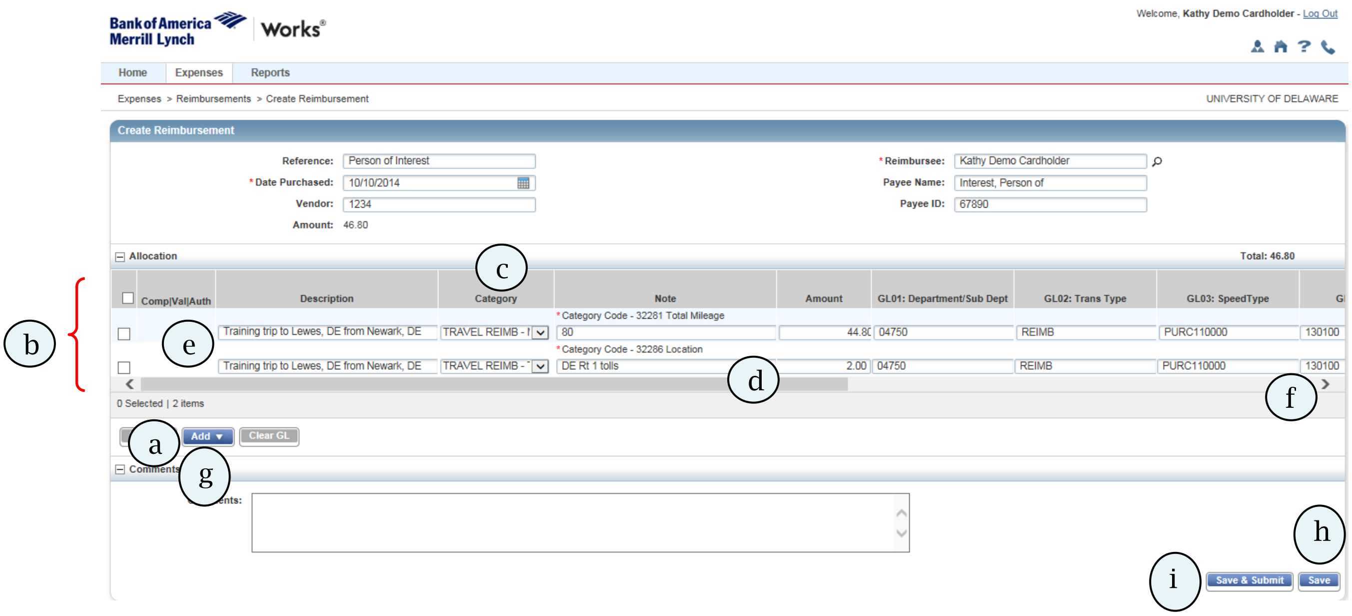
e. Keep same **Description** if appropriate or Edit

f. If necessary, Edit the **Speedtype** and/or **Account** on new line(s)
   - Enter values

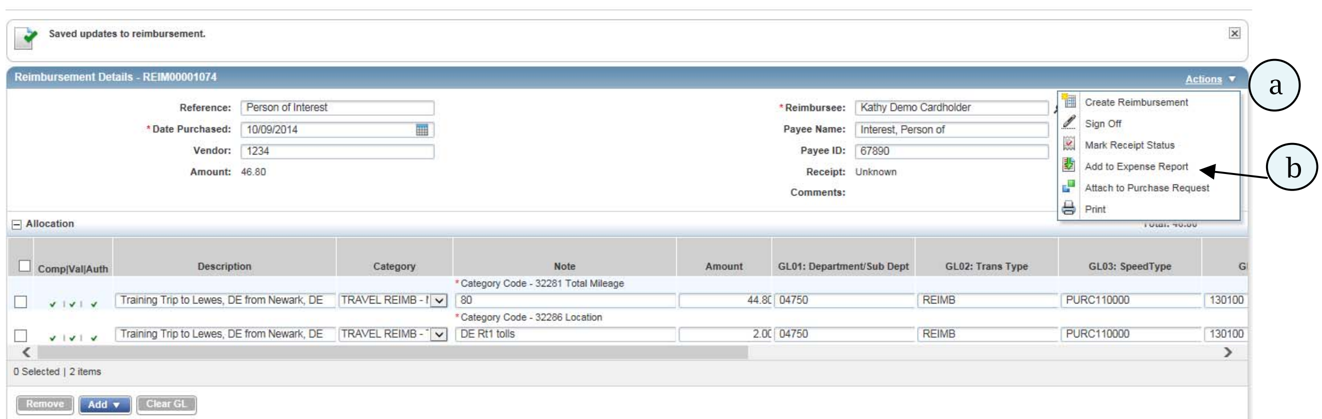
g. Continue adding lines for all reimbursable expenses

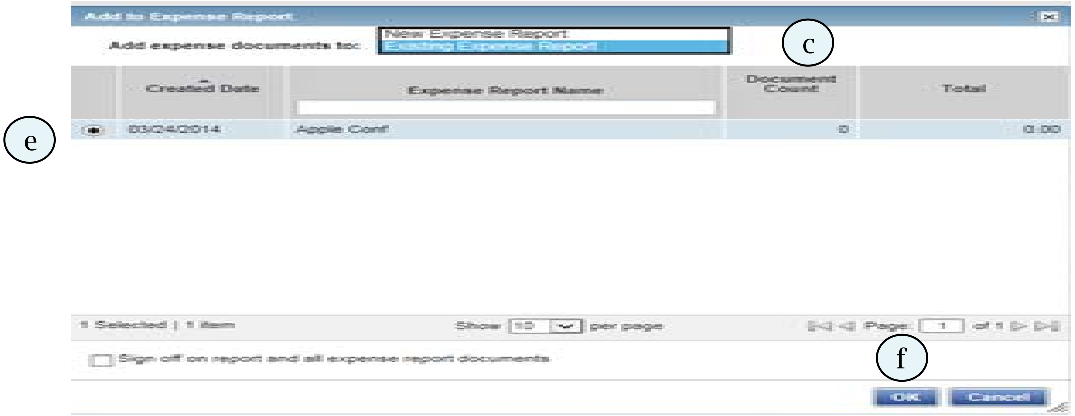
h. Click **Save** to print Reimbursement report

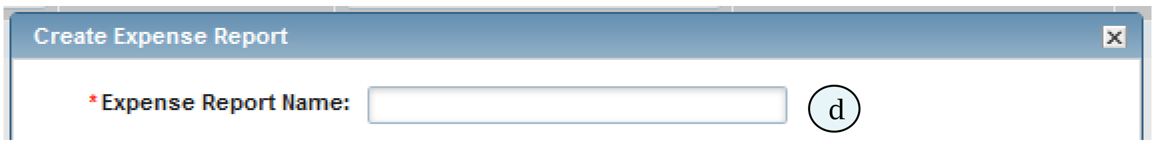
i. Click **Submit** if Reimbursement is ready for manager's approval



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





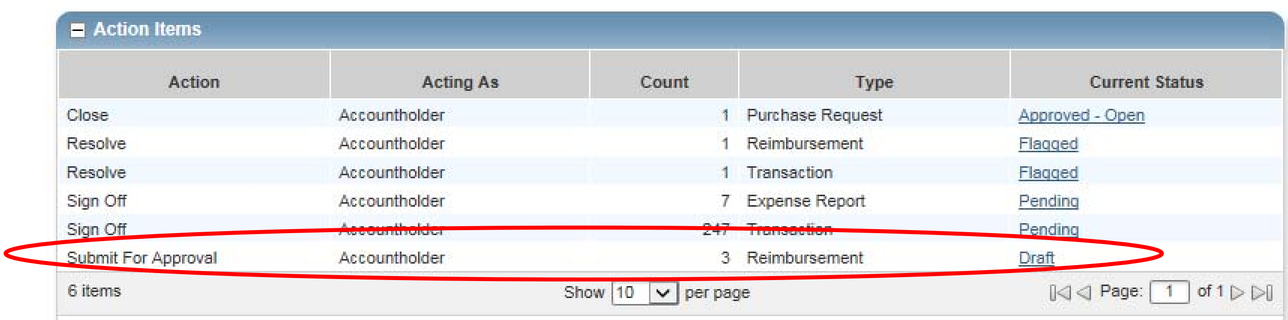


6. **Print the Reimbursement Request** - Staple receipts to this report and use in approval process. Reimbursement Requests are accessed at Works home page in **Action Items** queue.

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**



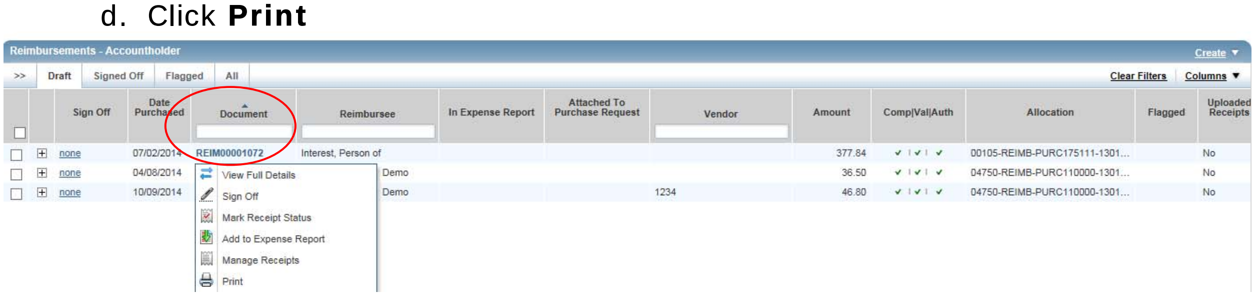
Action Items

Action	Acting As	Count	Type	Current Status
Close	Accountholder	1	Purchase Request	Approved - Open
Resolve	Accountholder	1	Reimbursement	Flagged
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	7	Expense Report	Pending
Sign Off	Accountholder	247	Transaction	Pending
Submit For Approval	Accountholder	3	Reimbursement	Draft

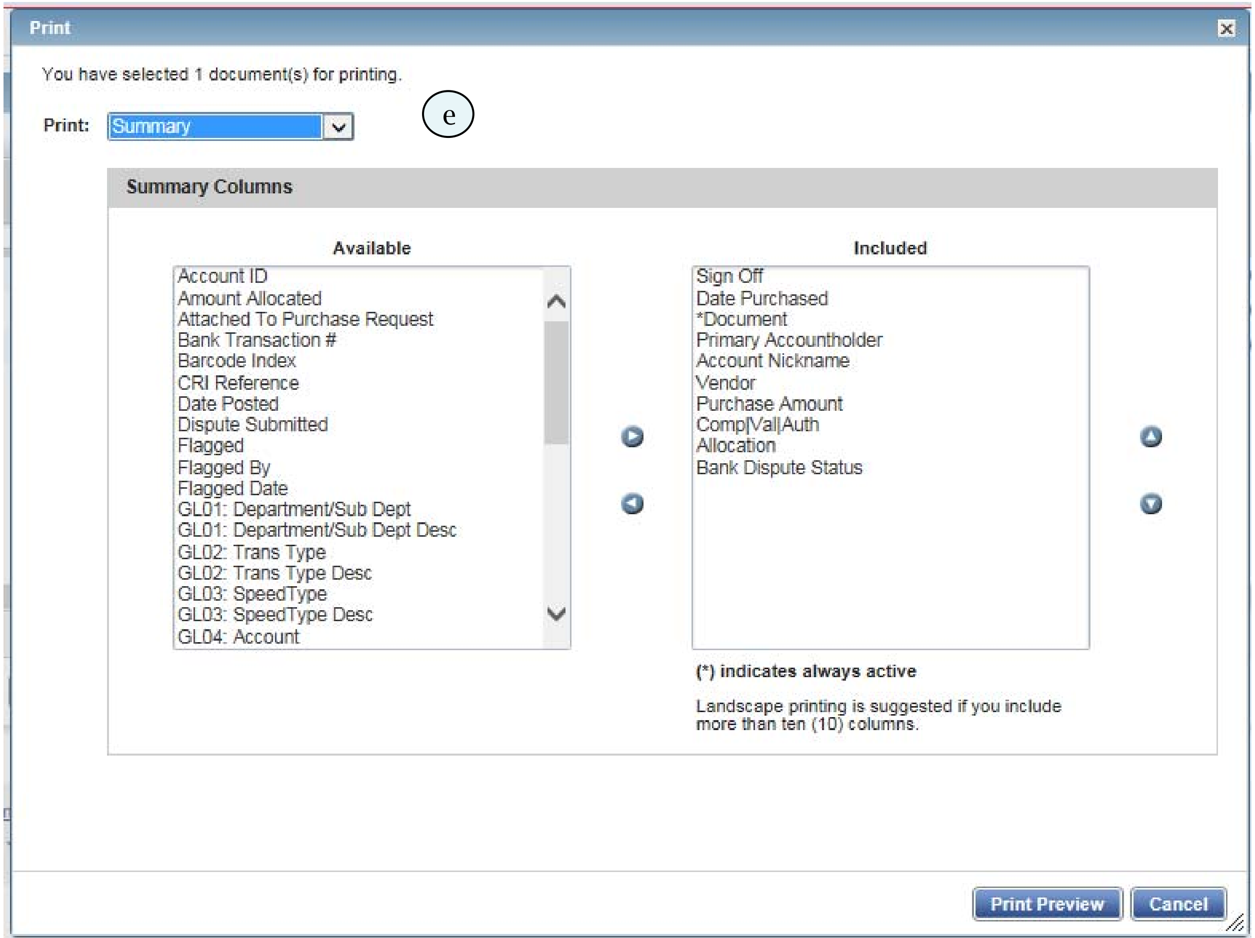
6 items Show 10 per page Page: 1 of 1

c. Click on Reimbursement Number (Document) to print

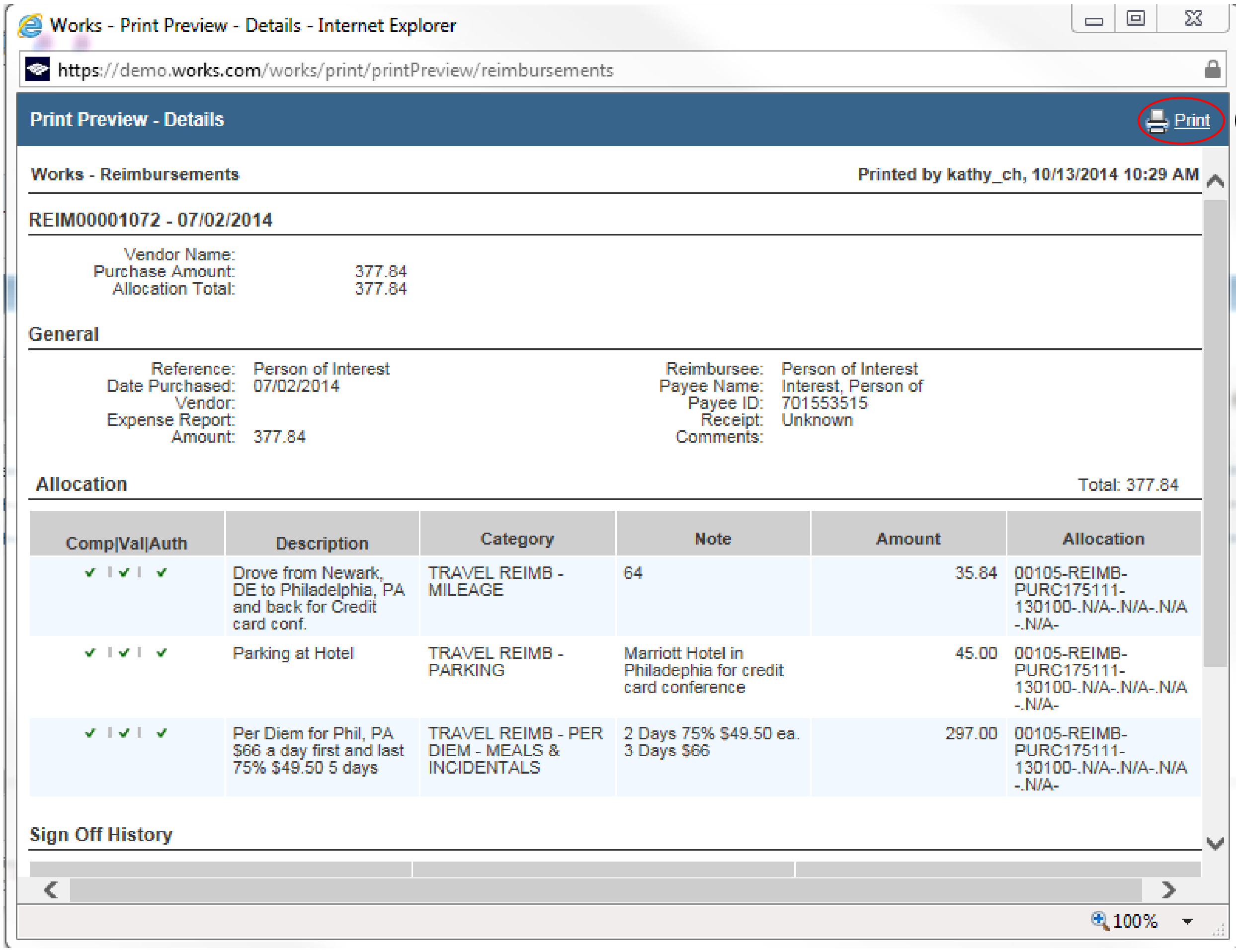
d. Click **Print**



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



f. Another window opens with details of Reimbursement Request
- Click **Print**


Works - Print Preview - Details - Internet Explorer

https://demo.works.com/works/print/printPreview/reimbursements

Print Preview - Details

Print

f

Works - Reimbursements

Printed by kathy_ch, 10/13/2014 10:29 AM

REIM00001072 - 07/02/2014

Vendor Name:	
Purchase Amount:	377.84
Allocation Total:	377.84

General

Reference:	Person of Interest	Reimbursee:	Person of Interest
Date Purchased:	07/02/2014	Payee Name:	Interest, Person of
Vendor:		Payee ID:	701553515
Expense Report:		Receipt:	Unknown
Amount:	377.84	Comments:	

Allocation

Total: 377.84

Comp|Val|Auth	Description	Category	Note	Amount	Allocation
✓ | ✓ | ✓	Drove from Newark, DE to Philadelphia, PA and back for Credit card conf.	TRAVEL REIMB - MILEAGE	64	35.84	00105-REIMB-PURC175111-130100-.N/A-.N/A-.N/A-.N/A-
✓ | ✓ | ✓	Parking at Hotel	TRAVEL REIMB - PARKING	Marriott Hotel in Philadephia for credit card conference	45.00	00105-REIMB-PURC175111-130100-.N/A-.N/A-.N/A-.N/A-
✓ | ✓ | ✓	Per Diem for Phil, PA $66 a day first and last 75% $49.50 5 days	TRAVEL REIMB - PER DIEM - MEALS & INCIDENTALS	2 Days 75% $49.50 ea. 3 Days $66	297.00	00105-REIMB-PURC175111-130100-.N/A-.N/A-.N/A-.N/A-

Sign Off History

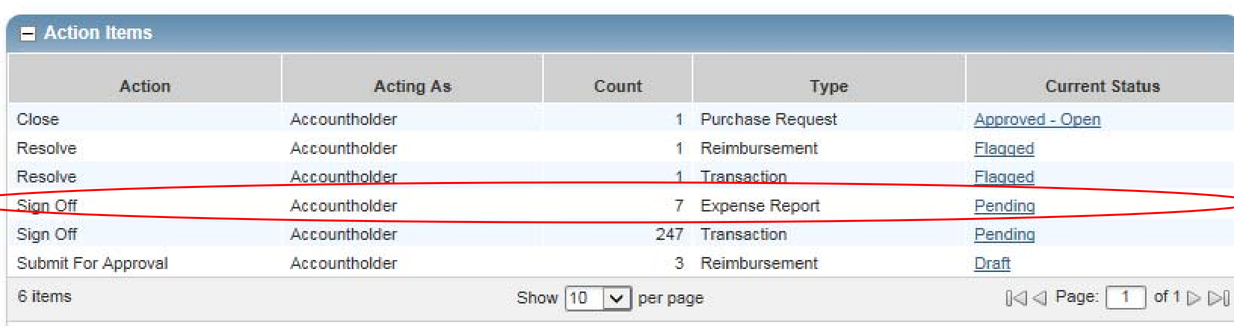
100%

- 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


Action Items

Action	Acting As	Count	Type	Current Status
Close	Accountholder	1	Purchase Request	Approved - Open
Resolve	Accountholder	1	Reimbursement	Flagged
Resolve	Accountholder	1	Transaction	Flagged
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Sign Off	Accountholder	247	Transaction	Pending
Submit For Approval	Accountholder	3	Reimbursement	Draft

6 items Show 10 per page Page: 1 of 1

- Click **Sign Off**

Expense Reports - Owner

Create

>> | Pending Sign Off | Signed Off | All

Clear Filters

	Expense Report Name	Created Date	Owner	Created By	Document Count	Total	Faxed Receipts	Uploaded Receipts
☑	02/09 Seminar	02/09/2009	Traveler, Tony	Traveler, Tony	6	2,030.03	No	No
☐	Apple Conf	03/24/2014	Cardholder, Kathy Demo	Cardholder, Kathy Demo	0	0.00	No	No
☐	Kathy Roeder	10/30/2013	Roeder, Kathy (Demo)	Roeder, Kathy (Demo)	1	47.04	No	No
☐	Test Sign Off Process	06/09/2011	Manager, Susan (U of D Demo)	Manager, Susan (U of D Demo)	0	0.00	No	No
☐	Test3	06/09/2011	Cardholder, Susan (U of D Demo)	Cardholder, Susan (U of D De...	2	329.95	No	No
☐	texaas conference	04/19/2011	Price, Joanne (CH)	Price, Joanne (CH)	1	668.34	No	No
☐	Texas conf	04/19/2011	Price, Joanne (CH)	Price, Joanne (CH)	3	2,039.18	No	No

1 Selected | 7 items   Show 10 per page   Page: 1 of 1

Sign Off | Delete

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

Action Items

Action	Acting As	Count	Type	Current Status
Close	Accountholder	1	Purchase Request	Approved - Open
Resolve	Accountholder	1	Reimbursement	Flagged
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	7	Expense Report	Pending
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Submit For Approval	Accountholder	3	Reimbursement	Draft

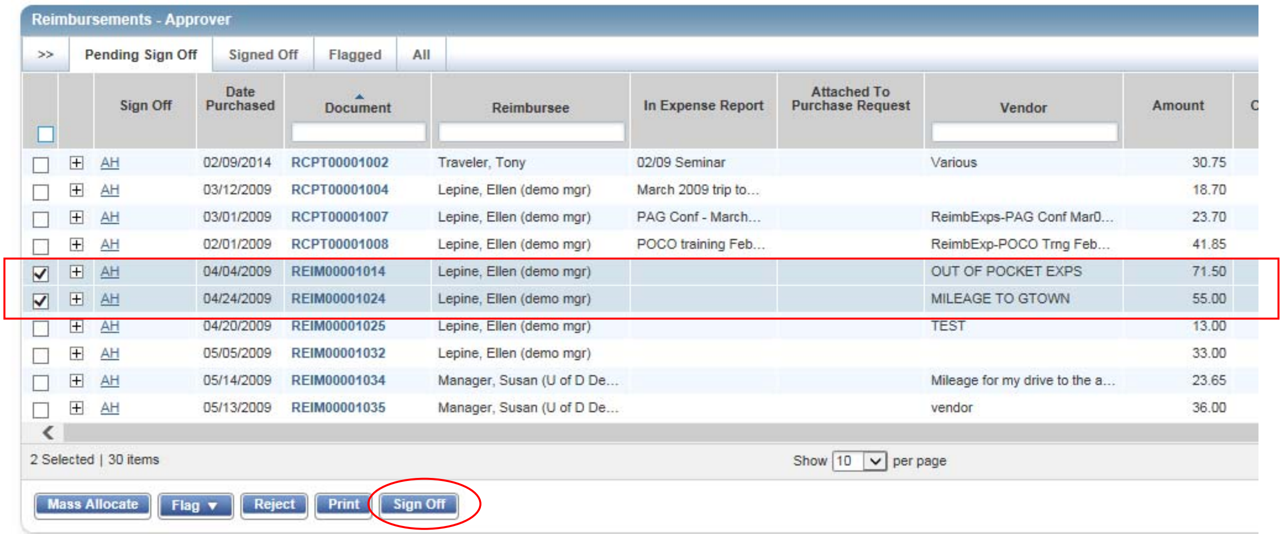
6 items   Show 10 per page   Page: 1 of 1

- 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**

Action Items

Action	Acting As	Count	Type	Current Status
	Approver	1	Transaction	Flagged
	Approver	1	Reimbursement	Flagged
Sign Off	Approver	30	Reimbursement	Pending
Sign Off	Approver	47	Transaction	Pending
Sign Off	Approver	11	Expense Report	Pending

5 items   Show 10 per page   Page: 1 of 1



Reimbursements - Approver

>> | Pending Sign Off | Signed Off | Flagged | All

		Sign Off	Date Purchased	Document	Reimbursee	In Expense Report	Attached To Purchase Request	Vendor	Amount
☐	⊞	AH	02/09/2014	RCPT00001002	Traveler, Tony	02/09 Seminar		Various	30.75
☐	⊞	AH	03/12/2009	RCPT00001004	Lepine, Ellen (demo mgr)	March 2009 trip to...			18.70
☐	⊞	AH	03/01/2009	RCPT00001007	Lepine, Ellen (demo mgr)	PAG Conf - March...		ReimbExps-PAG Conf Mar0...	23.70
☐	⊞	AH	02/01/2009	RCPT00001008	Lepine, Ellen (demo mgr)	POCO training Feb...		ReimbExp-POCO Trng Feb...	41.85
☑	⊞	AH	04/04/2009	REIM00001014	Lepine, Ellen (demo mgr)			OUT OF POCKET EXPS	71.50
☑	⊞	AH	04/24/2009	REIM00001024	Lepine, Ellen (demo mgr)			MILEAGE TO GTOWN	55.00
☐	⊞	AH	04/20/2009	REIM00001025	Lepine, Ellen (demo mgr)			TEST	13.00
☐	⊞	AH	05/05/2009	REIM00001032	Lepine, Ellen (demo mgr)				33.00
☐	⊞	AH	05/14/2009	REIM00001034	Manager, Susan (U of D De...			Mileage for my drive to the a...	23.65
☐	⊞	AH	05/13/2009	REIM00001035	Manager, Susan (U of D De...			vendor	36.00

2 Selected | 30 items — Show 10 per page

Mass Allocate | Flag ▼ | Reject | Print | 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:
  - o If the Speedtype already has a Project ID or Source, they *cannot* be over written 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.
  - o 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

creditcard@udel.edu 831-2161