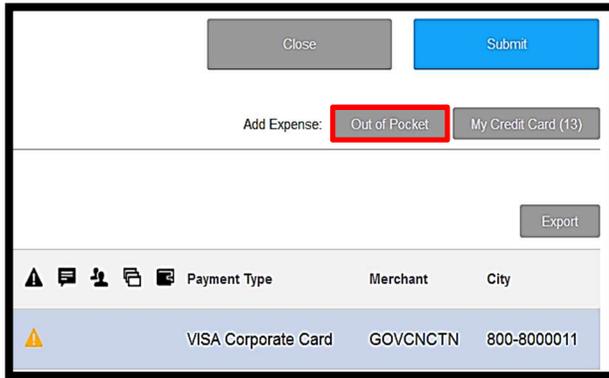


Requesting Reimbursement for Out-of-Pocket Expenses

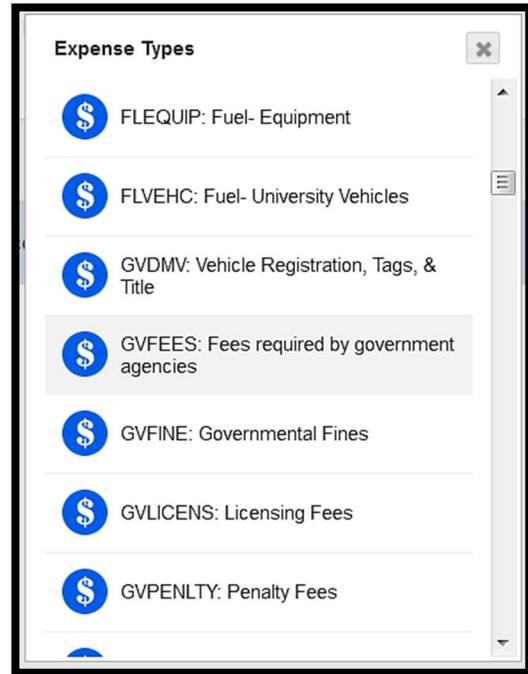
All out-of-pocket expenses should be added to the ER as a cash transaction, marked as a University Expense and assigned to a budget.

1. Select 'Out of Pocket' icon in the upper right hand corner.



The screenshot shows a form with a 'Close' button and a blue 'Submit' button. Below them is the 'Add Expense:' section with two options: 'Out of Pocket' (highlighted with a red box) and 'My Credit Card (13)'. An 'Export' button is located to the right. At the bottom, there is a table with columns for 'Payment Type', 'Merchant', and 'City'. The first row shows 'VISA Corporate Card', 'GOVCNCTN', and '800-8000011'.

| Payment Type | Merchant | City |
|---------------------|----------|-------------|
| VISA Corporate Card | GOVCNCTN | 800-8000011 |



The screenshot shows a dropdown menu titled 'Expense Types'. It lists several options, each with a blue circle containing a white dollar sign icon:

- FLEQUIP: Fuel- Equipment
- FLVEHC: Fuel- University Vehicles
- GVDMV: Vehicle Registration, Tags, & Title
- GVFEES: Fees required by government agencies
- GVFINE: Governmental Fines
- GVLICENS: Licensing Fees
- GVPENLTY: Penalty Fees

2. Select the appropriate 'Expense Type'
NOTE: If the incorrect Expense Type was chosen, select 'Change Expense' icon at the top of the page.
3. Fill out *Required fields in 'Standard Information' section
4. Check 'University Expense'
5. Add FOAPAL information to 'Charge Code Allocations' section
6. Add an Activity code, if applicable, to the Activity field
7. Fill out any applicable fields in 'Additional Information' section

8. Add detailed comments in 'Notes' section

The screenshot shows a web-based expense entry form. At the top right, there is a blue 'Save' button. The form is divided into four sections: 1. Standard Information, 2. Charge Code Allocations, 3. Additional Information, and 4. Notes. In the 'Standard Information' section, the 'Expense Type' is 'GVFEES: Fees required by government agencies', the 'Date' is '5/4/16', the 'Amount' is '8.00', the 'Currency' is 'US Dollar', and the 'Vendor' is 'Lynchburg DMV'. The 'Payment Type' is set to 'Cash' and the 'Description' is 'Approved Driver Record'. There are checkboxes for 'University Expense' (checked) and 'Personal or Per Diem'. A red callout box points to the 'Cash' payment type with the text: 'Notice that the 'Payment Type' is Cash. This indicates that the transaction is an out-pocket expense. Check the 'University Expense' box to indicate that reimbursement is being requested.' The 'Charge Code Allocations' section shows a 'FOAPAL' of 'LU-U-111101-H1005-60-1H1005' and an 'Activity' field. The 'Additional Information' section has fields for 'Vendor Invoice Number', 'Purchase Order Number', 'PO Item Number', and 'PO Seq Number'. The 'Notes' section contains the text: 'Record purchased with employee's money and requesting reimbursement in accordance with the Travel Meals and Entertainment Policy 2017.'

9. Click the 'Save' button

10. Repeat steps 1 thru 9 for each out-of-pocket expense