Creating an Expense Reimbursement
Employees Only

At your Business e-Services menu, select "Expense Requests".

This screen will appear listing your most recent requests. Select "Add Request top tight hand corner.

This screen will appear. Select " Reimbursement" from list.

DEPAUW UNIVERSITY

e-Home | Help | Privacy/Security | Logout

e-Services 2.0 Expense Request

Create an Expense Request

PO Request
(Please use to place an order or obtain a quote for product from a vendor.)

**Payment Request**
(Please use for invoice payments.)

Reimbursement or Cash Advance

Employee Payment (Non-Reimbursement)
(If an employee is receiving compensation (i.e. stipend, officiating, catering, photography, speaking,
ushering) for work completed outside of their normal work duties and does *not* have a separate
official business entity, payment should be processed through the Payroll Office in HR.

This will be the screen that appears next. Fill in Request Summary and in drop down box choose "Reimbursement". (Employee Only) Use "flashlight" to query Account Number and Vendor Name (see highlighted area)

To query the database, enter an account #, (search by name or account #) then select "Find" which will pull up all available accounts. Choosing "Select" will populate in the Account # field. If multiple account numbers will be needed, leave this blank. You will be able to add to each description line as needed on the next page.
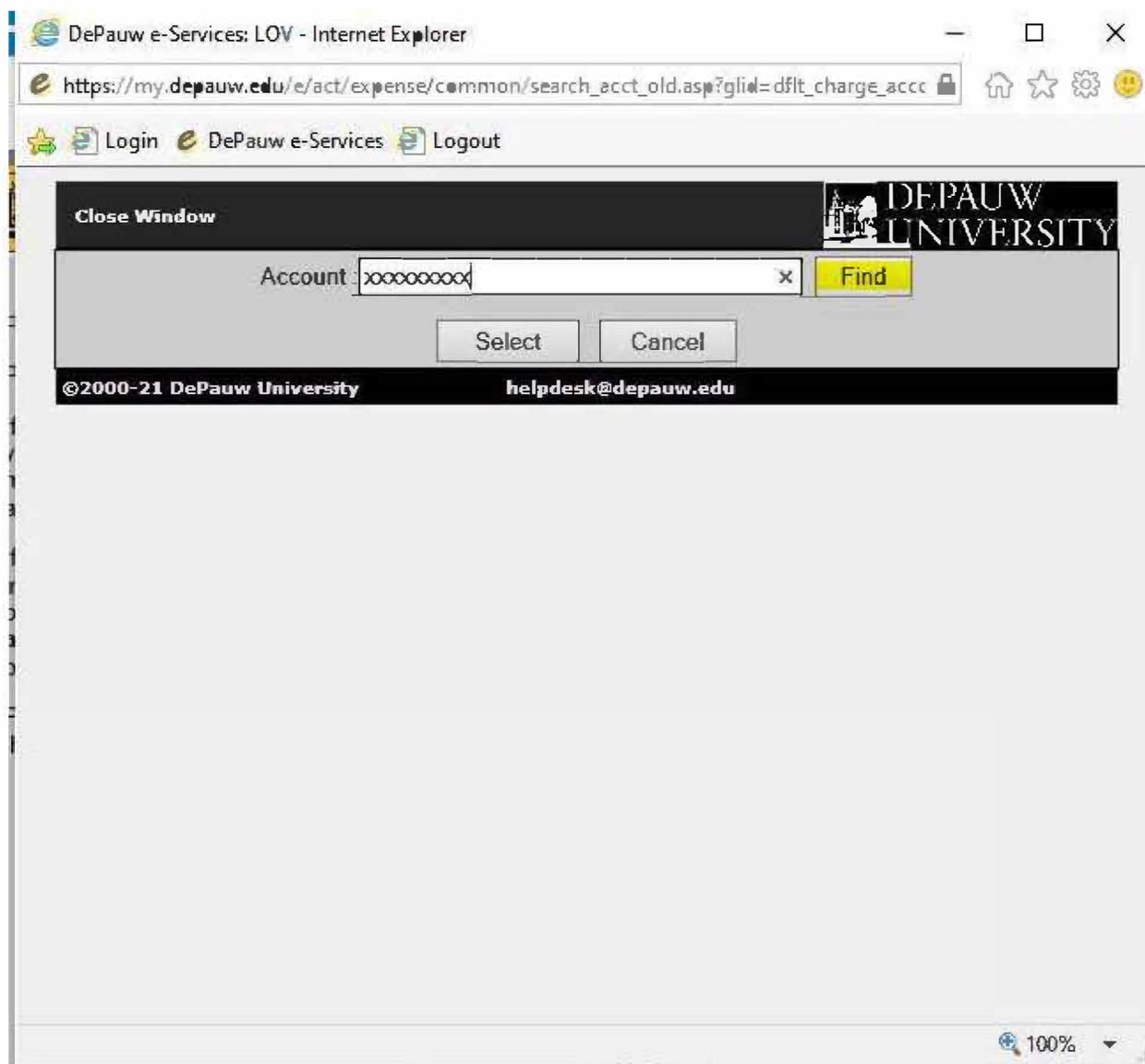
When searching for a vendor name, use the flashlight, filter by "Search within Name" We find that choosing the most "least likely to appear" part of the name will shorten your search results. Choose your vendor from the list and choose "Select & Close". All information for that vendor will populate in the fields needed. If you do not find the vendor that you need, they are not in our system. You will need to request a W9 and direct deposit information from them and send to accountspayable@depauw so that they can be entered. Once entered, you should be able to search and find them for your payment requisition. Please wait for vendor (employee) to be added before proceeding with the payment request.

DEPAUW
UNIVERSITY

e-Home | Help | Privacy/Security | Logout

e-Services 2.0 Vendor Lookup

Please Select Filter: current: No Filter

Show All | Search Within Name • Search by Vendor Number

Starts with: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Please Select

Select & Close | Cancel

©2000-21 DePauw University   email: helpdesk@depauw.edu   Last Updated: 8/30/2021

DEPAUW
UNIVERSITY

e-Home | Help | Privacy/Security | Logout

e-Services 2.0 Filter Form

Any part of the name: % [   ] %

Select & Close | Cancel

©2000-21 DePauw University   email: helpdesk@depauw.edu   Last Updated: 8/30/2021

Once completed, select "Add Record" at the bottom of the page.

Payment Request Signature Matrix

Please Note:

If you are suggesting a **new vendor**, you will need to enter the fields marked with an asterisk ("*") before adding the request.

If you are requesting payment to an individual or for a stipend, you must provide the **Social Security Number and home address** in the spaces provided.

Please note a **change of address** in the Special Needs box.

Back to **Requests List**

Request Summary: (Please enter a brief description of the items in this request)	
Special Needs:	
Request Type:	Please Select ∨

Preparer:	Linda Tribbett
Creation Date:	8/15/2019
Account Number: (leave blank if multiple)	152001000.6350
	VP Finance | Adm/Office Expense
Exception Delivery: (Contact Business Office at x4121)	○ Pick-up
	Pick-up Name & Phone:

*required fields

* Vendor Name:	Inn at DePauw
Suggested Vendor Site:	790 PAY1
Vendor TIN/SSN#:	Reimburse Me
* Address1:	2 West Seminary Street
Address2:	
Address3:	
* City:	Greencastle
* State:	IN
* Zip:	46135
Phone:	
Fax:	
Contact Name:	
Contact E-mail:	

For Cash Advance: All these fields are required if Cash Advance Request Type.

Purpose of Travel:	
Departure Date: (mm/dd/yyyy)	
Return Date: (mm/dd/yyyy)	
Destination:	

Add Record   Don't Save

This is the next screen that appears. Each expense needs its own line. Always start the description line with "Reimbursement" or "Reimb:".   Use the invoice # on the receipt if there is one provided. If there is no invoice # on the receipt, enter date and amount to be reimbursed. The system will create a unique invoice number. Use the "CAR Icon" in the Description field for mileage reimbursements. This will automatically calculate the reimbursement amount for mileage.

DEPAUW UNIVERSITY

e-Home | DePauw.edu | Courses (SOC) | Calendar | Logout

e-Services 2.0 Payment Request Lines

To charge a single invoice **to more than one account**, enter the invoice as many times as necessary below, making sure that you enter the same invoice number each time. Thank you.

Edit this Request Header

DePauw University Expense Reimbursement Request
To: Accounts Payable

Requestor: Tribbett, Linda A.   **Req Date:** 8/15/2019   **REQ #:** 455913

Account: 152001000.6350   **Pick up by:**
VP Finance |
Adm/Office Expense

Vendor: Inn at DePauw   **Vendor Number:** 790
Street Address: 2 West Seminary Street
City/ST/Zip: Greencastle, IN 46135
Request Summary: Example
Special Needs:

Item #	Invoice #	Invoice Date	Description	Account	Amount	
1	0	8/15/2019	Reimb - Example	152001000.6350	$1.00	

Item #	Invoice # (blank if none)	Invoice Date (mm/dd/yyyy)	Description	Account	Amount
2				152001000.6350	$

Additional Comments:

Grand Total: $ 1.00

Save and Add Another Line   Review Printable Request

©2000-19 DePauw University   email: helpdesk@depauw.edu   Last Updated: 8/15/2019

If selecting the "CAR Icon" this is the screen that will appear for you to complete next. This will calculate reimbursement of round trip mileage. The description of the trip does not need to be a lengthy description. Too many words will cause a problem when importing. Don't forget to "Save Mileage info"

DEPAUW
UNIVERSITY

e-Home | Help | Privacy/Security | Logout

e-Services 2.0

Calendar | Logout

t Request Lines

w,

For trips to the airport, you may charge the distance from your home or 42 miles one-way (84 miles round trip), whichever is less.

From Location:

To Location:

Distance (in miles):

Description of Trip:

455913

Save Mileage Info | Cancel

©2000-19 DePauw University   email: helpdesk@depauw.edu   Last Updated: 8/15/2019

ount

$1.00

100%

ount

152001000.6350 $

al Comments:

Grand Total: $ 1.00

Save and Add Another Line   Review Printable Request

w University   email: helpdesk@depauw.edu   Last Updated: 8/15/2019

After completed and you "Save Mileage Info" This screen will appear. If more lines for reimbursement are needed choose "Save and Add Another Line". When all lines have been entered with all expenses, select "Review Printable Request"

VP Approval is required for all expense Reimbursements. This following screen appears next. Select "Approver" from drop down box. This will be your VP or designated Approver.

City/ST/Zip: Plainfield, IN 46168
Request Summary: Reimb example
Special Needs:

tem #	Invoice #	Invoice Date	Description	Account	Amount	
	8/30/2021-4635	8/30/2021	Reimb - example	152001000.6350	$10.00	

Grand Total: $10.00

Please select the approver for this request: [▾]

[Submit Request for Approval]

Back to Requests List   Return to Previous Screen

You will be prompted to verify your submission to approver.

mypl2.depauw.edu says

Are you sure you want to submit
to AVP - Travis Linneweber?

[OK]   [Cancel]

We are no longer accepting paper copies of payment requests in our office.

After submitting your payment request, please scan the requisition and all backup (invoice, contract, payment agreement, receipts, etc.) as one document. Once you have received notification that the payment request has been approved, send all documents to accountspayable@depauw.edu.

The deadline for submitting payment requests is each Tuesday at noon. Payments are processed on Fridays. Please remember that our payment terms are 15 days from the invoice date.

Paper checks are no longer available for employees of the University - ACH direct deposit is the only payment method offered. Payment via check is by special exception only.

Thank you,

Business Office Staff