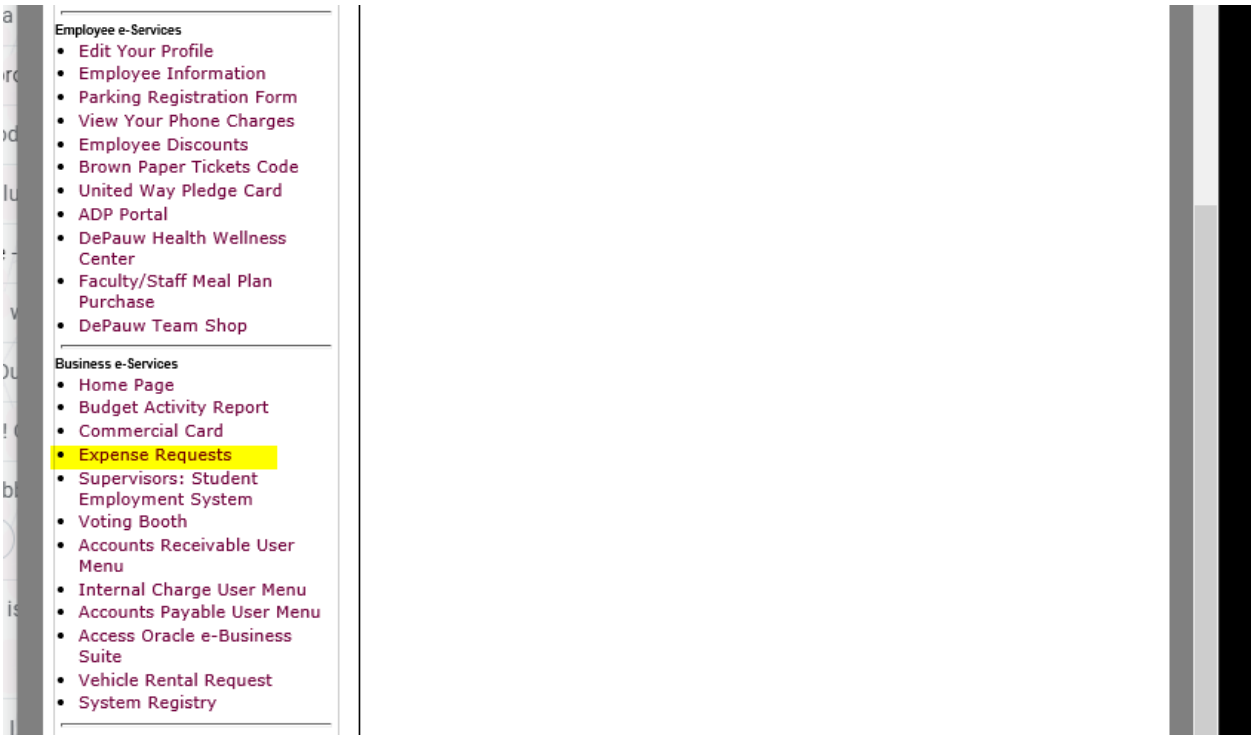
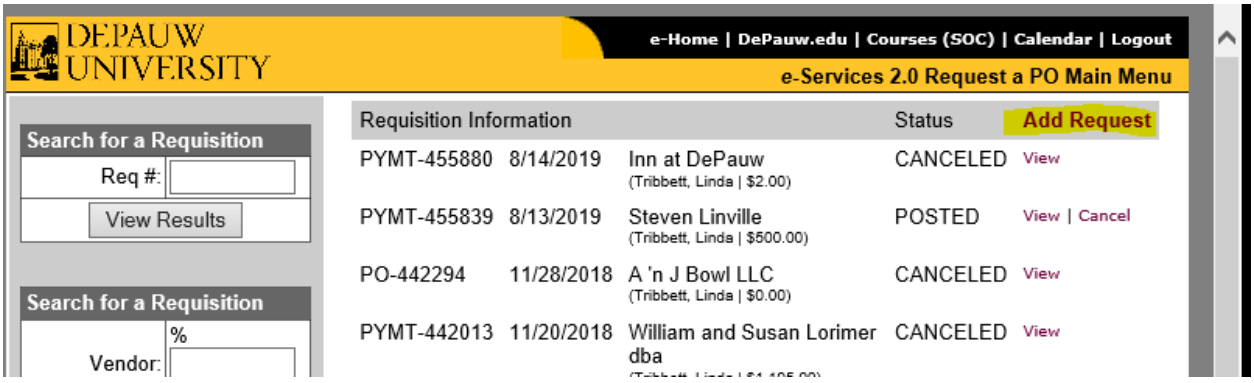
Creating an Expense Reimbursement

Employees Only

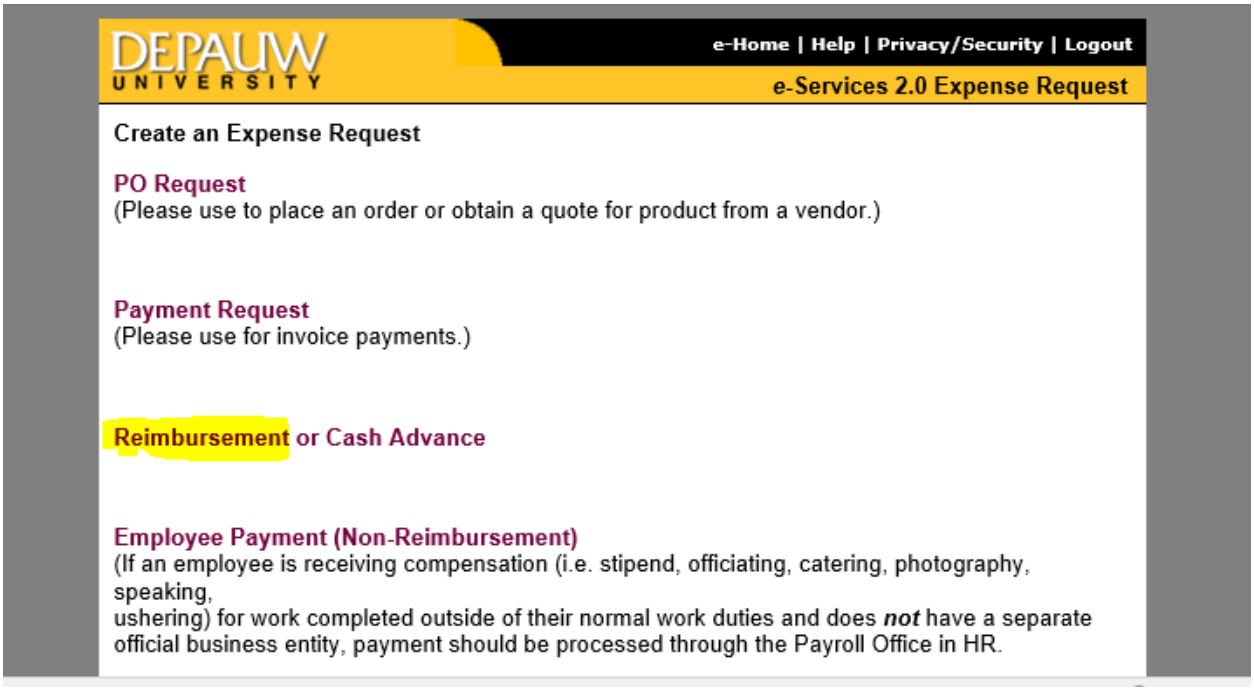
At your Business e-Services menu, select “Expense Requests”.



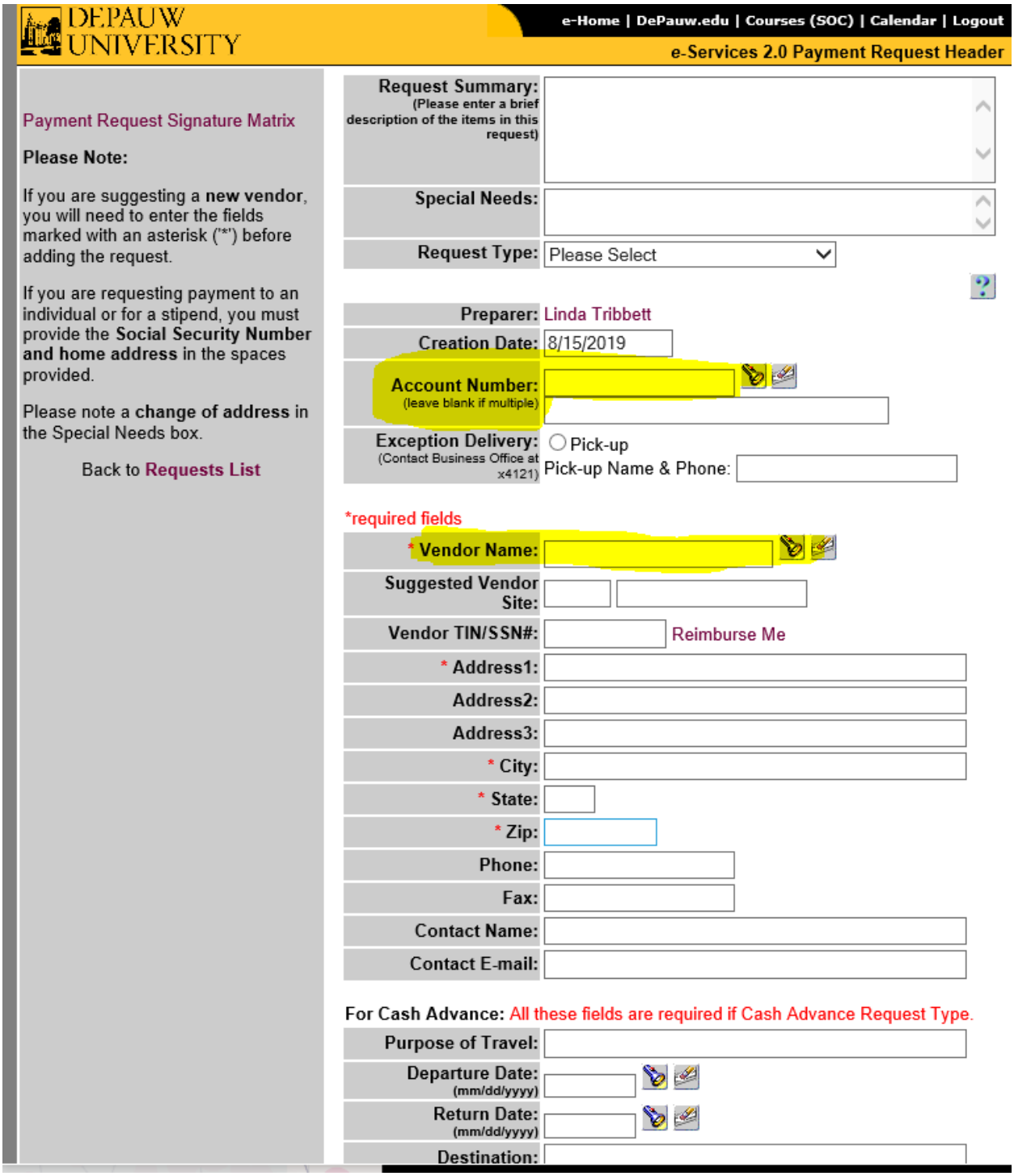
This screen will appear listing your most recent requests. Select “Add Request top tight hand corner.



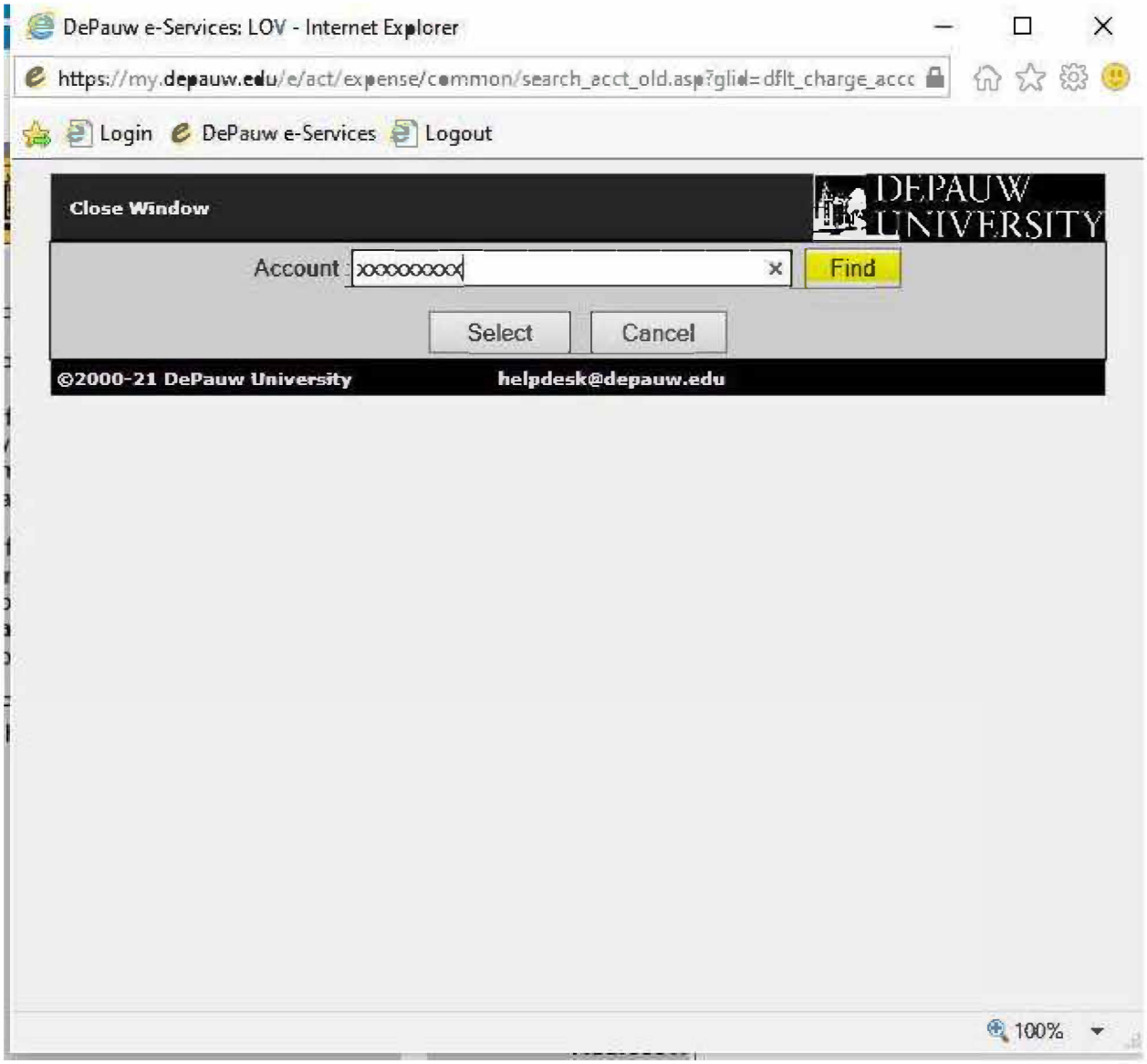
This screen will appear. Select " Reimbursement" from list.



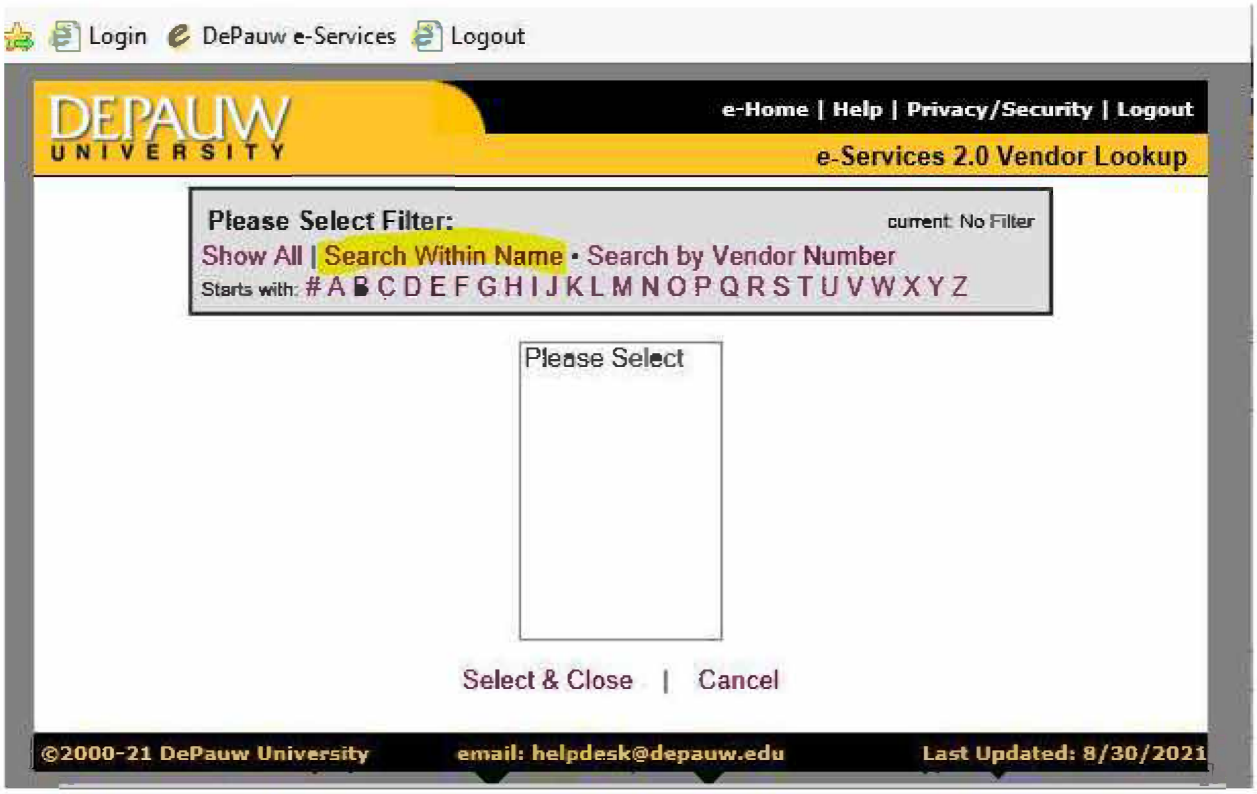
This will be the screen that appears next. Fill in Request Summary and in drop down box choose "Reimbursement". (Employee Only) Use "flashlight" to query Account Number and Vendor Name (see highlighted area)



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.


Login
DePauw e-Services
Logout
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
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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
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email: helpdesk@depauw.edu
Last Updated: 8/30/2021

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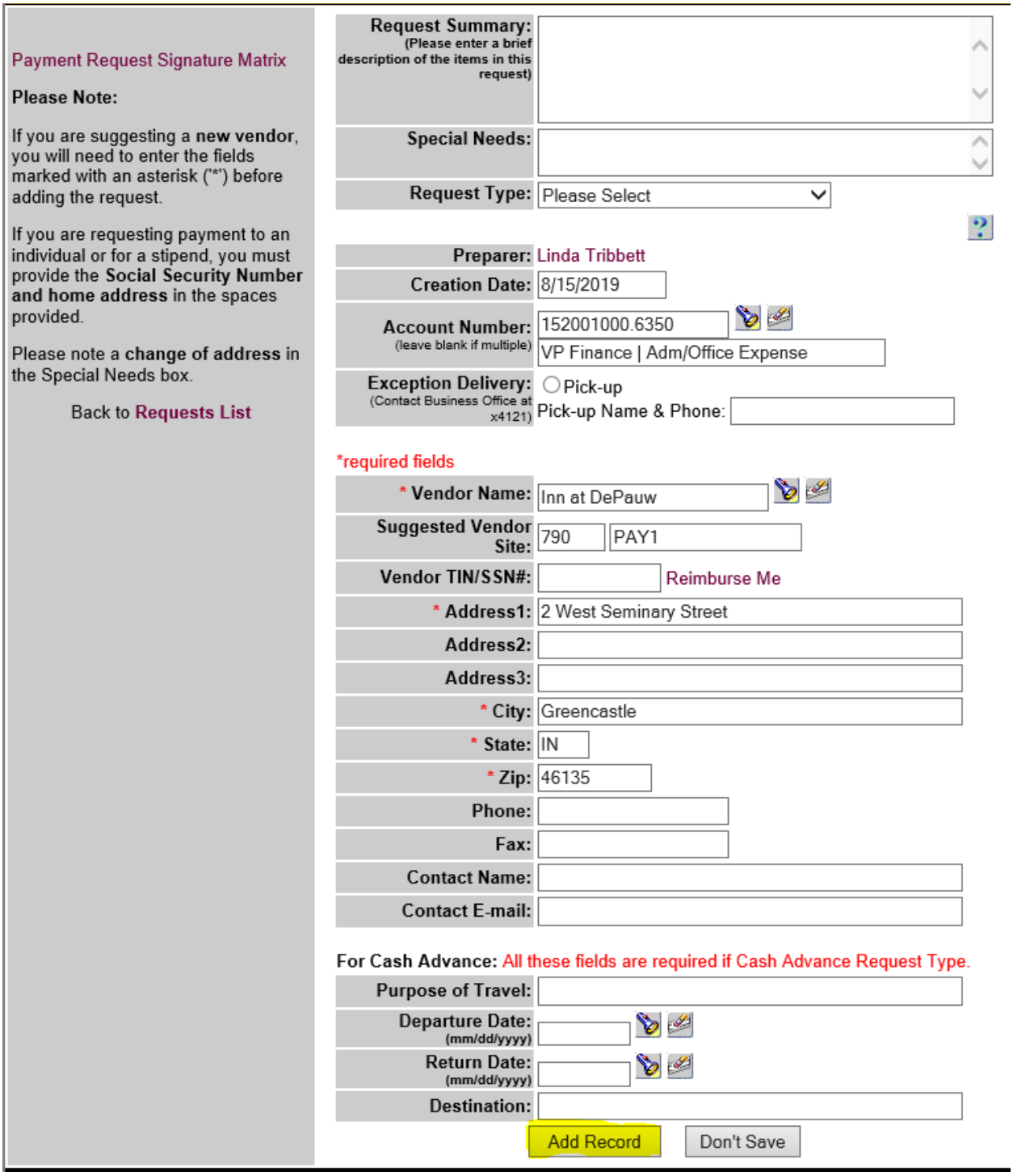
Once completed, select “Add Record” at the bottom of the page.



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:

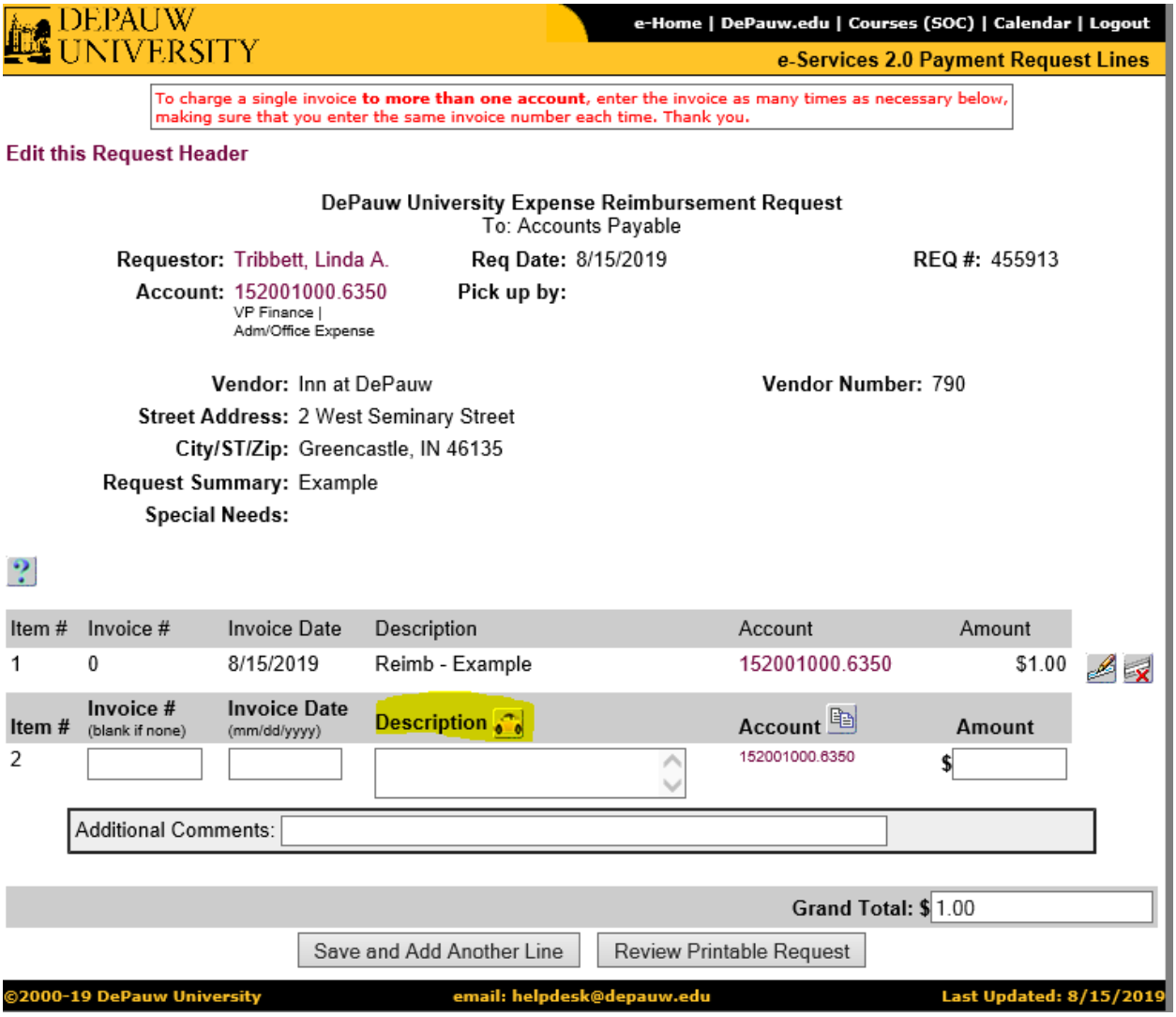
Departure Date: (mm/dd/yyyy)

Return Date: (mm/dd/yyyy)

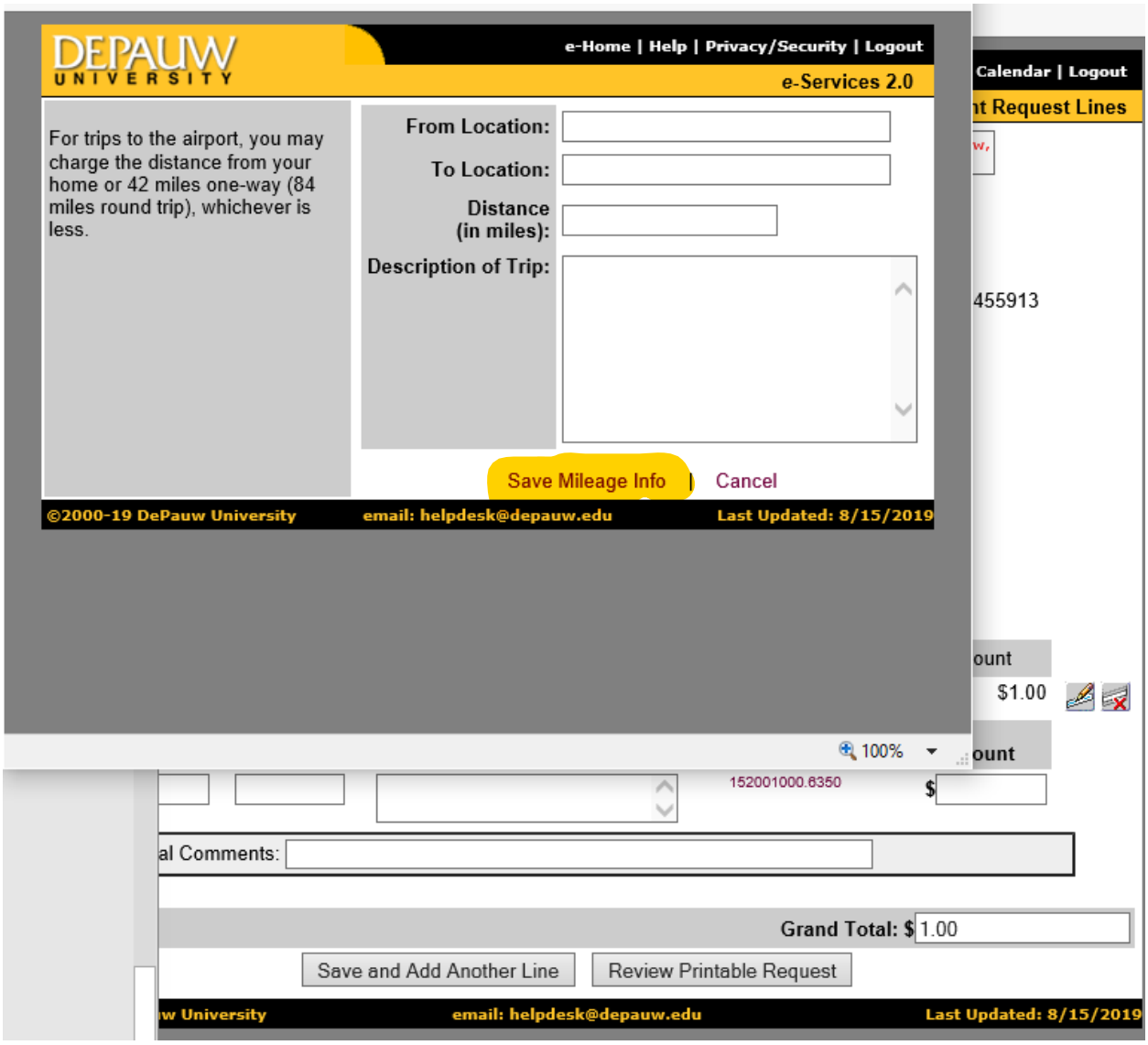
Destination:

Add Record Don't Save

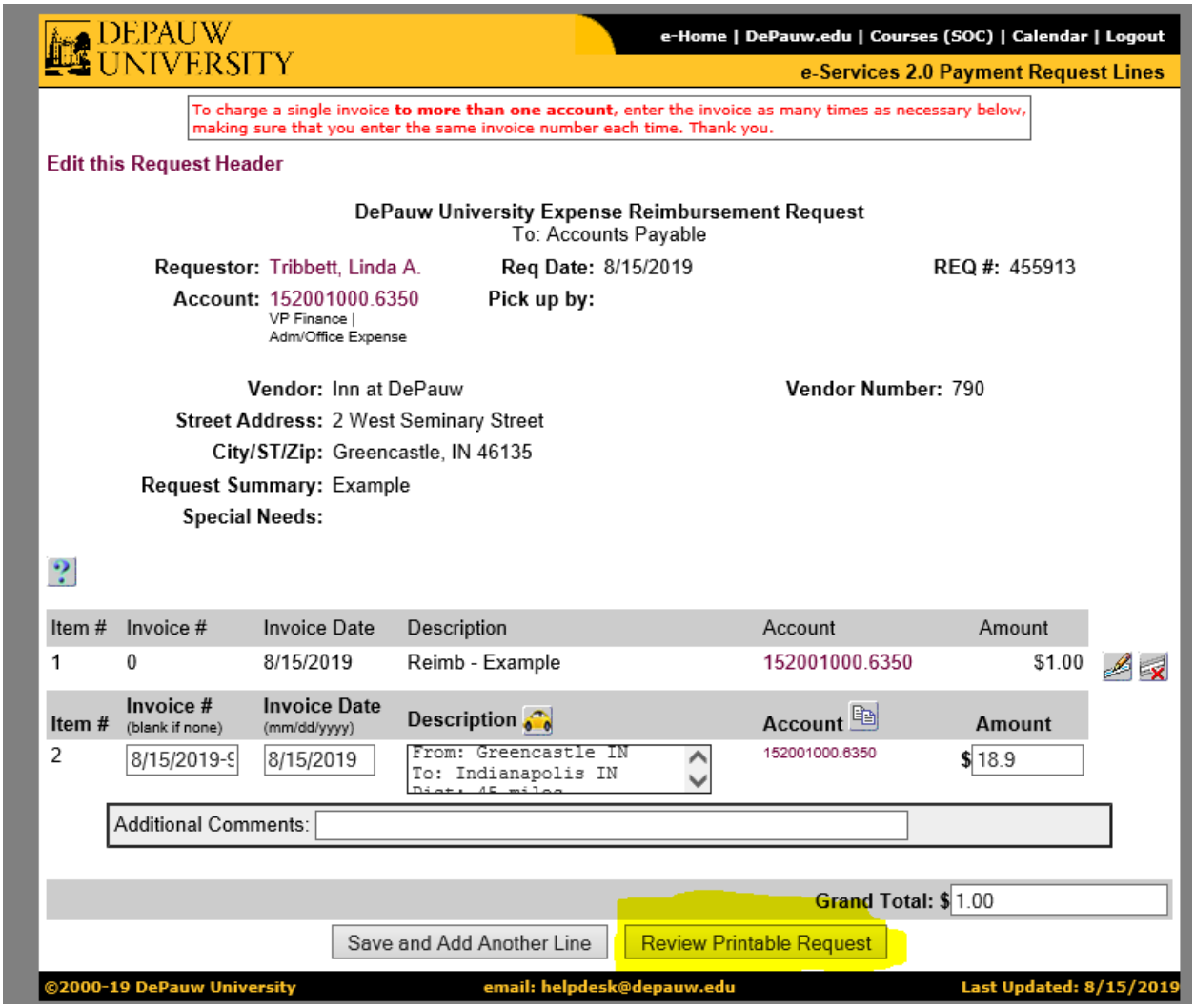
This is the next screen that appears. Each expense needs its own line. Always start the description line with “Reimbursement" or "Reimb:”. Use the invoice # on the receipt if there is one provided. If there is no invoice # on the receipt, enter date and amount to be reimbursed. The system will create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



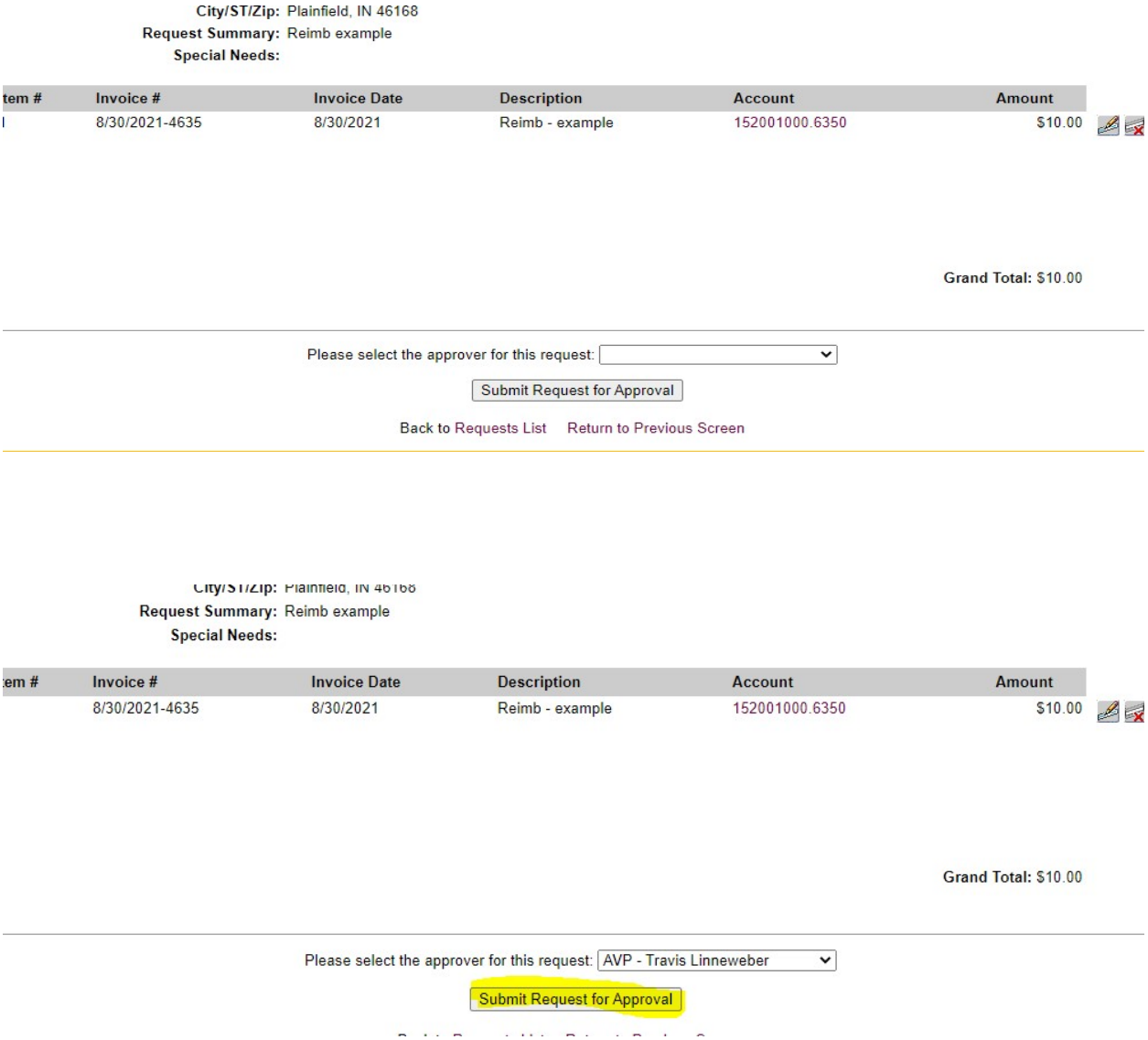
If selecting the “CAR Icon” this is the screen that will appear for you to complete next. This will calculate reimbursement of round trip mileage. The description of the trip does not need to be a lengthy description. Too many words will cause a problem when importing. Don’t forget to “Save Mileage info”



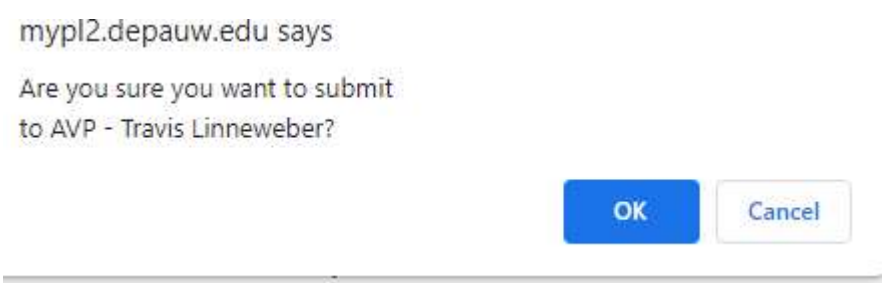
After completed and you “Save Mileage Info” This screen will appear. If more lines for reimbursement are needed choose “Save and Add Another Line”. When all lines have been entered with all expenses, select “Review Printable Request”



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.



You will be prompted to verify your submission to approver.



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