Employee Reimbursement Process

Initiator

**Initiates ER**
- Prepares form:
  - Includes chart string
  - Includes justification
  - Tapes receipts to 8 1/2” x 11” paper
  - Places name & contact information on form.
  - Sends ER to SOUP @ MMC 195

SFN Cluster

**receives ER**
- Quality Check to include:
  - Taping down receipts
  - Verifying receipts listed for reimbursement are attached to document.
  - Double check meal receipts for alcohol purchases – if alcohol is purchased, add up total amount on tape.
  - Run tape to verify total on cover sheet matches expenses listed.
  - Check for chart string
  - Check for justification
  - Check for employee signature
  - Complete cover label and hand to accountant.

Student Worker

**Quality Checks ER**

Accountant

**Makes ER Cluster Ready**
- To Make ER Cluster Ready:
  - Check/Add chart string or indicate payment should come from UMP.
  - Checks ER for justification and policies.
  - If alcohol was purchased, indicate for SFN cluster by adding a second line with appropriate account number and amount.
  - If missing receipts or justification, contact initiator or traveler/person who incurred expense for resolution.
  - Missing Receipts: An email is sent requesting receipt or statement in lieu of receipt be sent to accountant by a specified date (~48 hours). If the receipt is not received in time, missing receipt amount is removed from reimbursement. SFN Cluster is given reimbursement to process. Missing receipt amount to be processed when received.

**Approves ER in EFS**

Once received back from Accountant:
- If necessary, make corrections listed from accountant and resubmit for approval.
- If approved, give to students for completion.

- Photocopy
- Send original to Disbursements
- File Copy