

Reimbursement Job Aid

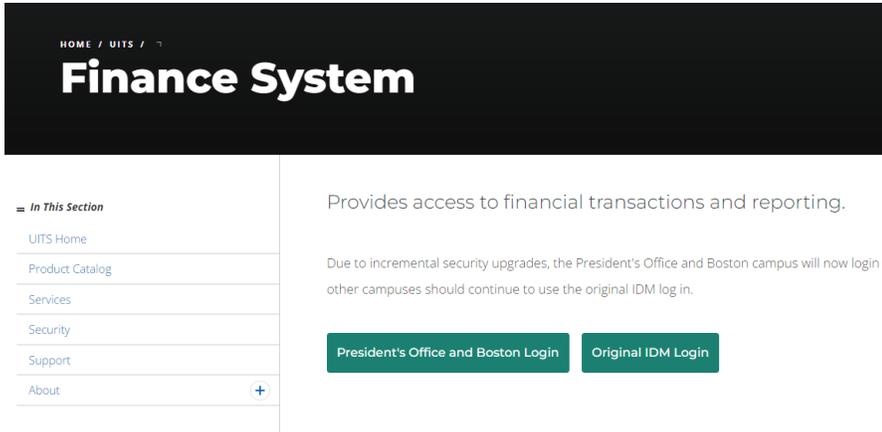
1. Save all receipts. Gather them all when seeking reimbursement.

Go to:

<https://www.umassp.edu/uits/product-catalog>

Scroll down to click on Finance System

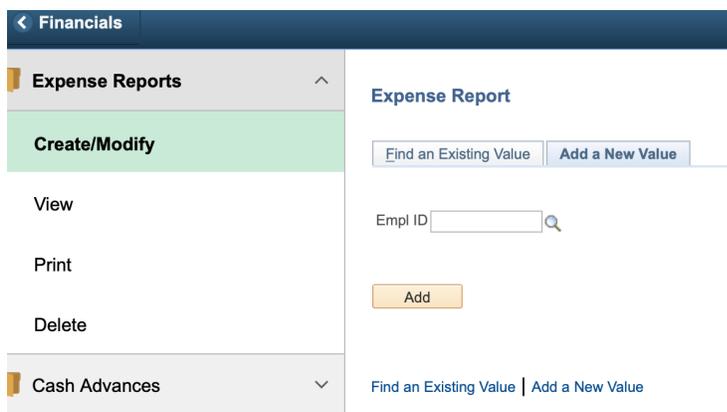
Click on President's Office and Boston Login



2. Employee Self Service

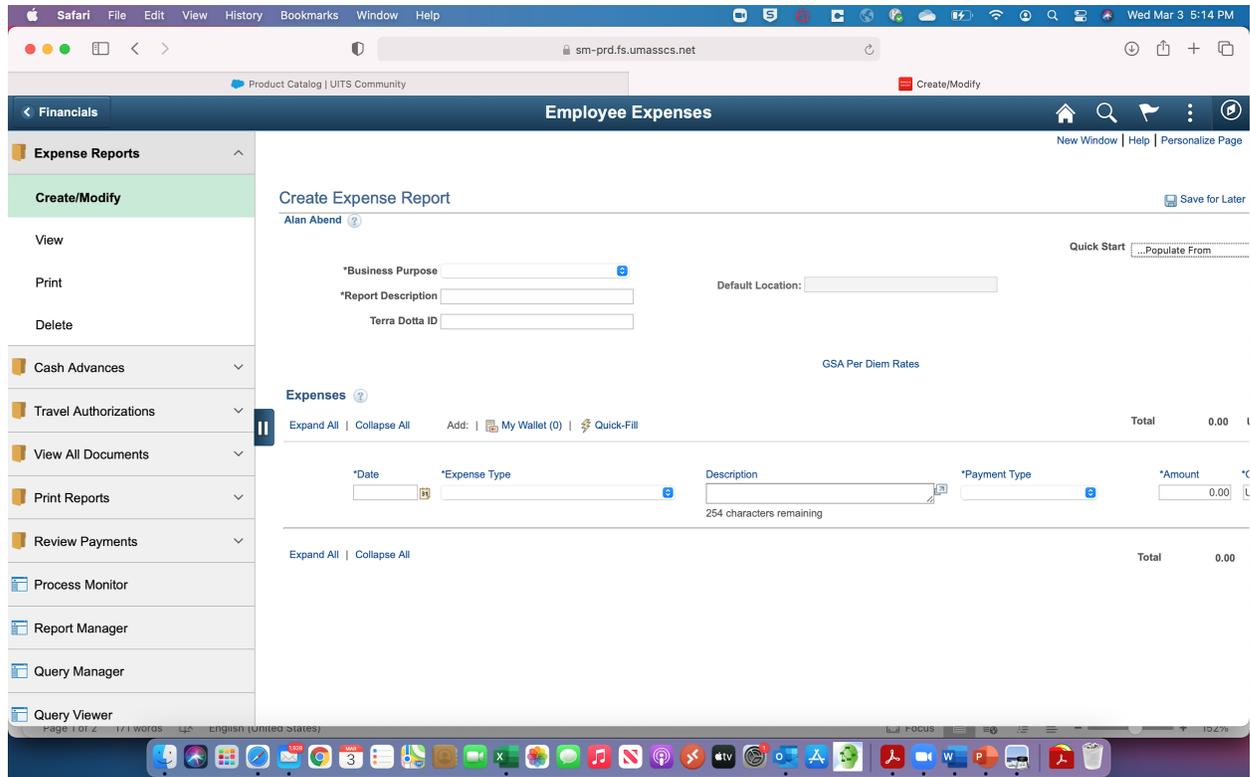


3. Expense Reports
4. Create/Modify should be highlighted
5. Click on Add a New Value (confirm it is your employee #)



6. Business Purpose
7. Report Description
8. Terra Dotta ID if this is a travel reimbursement

- Enter Date, Expense Type, Description, Payment Type, Amount (if foreign, put in exchange rate below), Billing Type



- If same speed type for all expenses, go to Actions/Default Accounting for Report. Enter Speed Type (OK autofills rest of info, removes speed type on the report)



- Save for Later



- + for new expense lines and repeat #10, speed type will follow from #11
- Save for Later
- Attachments (attached all scanned receipts and Terra Dotta receipt if travel report)

[GSA Per Diem Rates](#)

[Attachments](#)

- Save for Later
- Once all the expense lines are fill out and receipts are attached, Alan Abend will review the report and get the approval signatures and submit the report. Please email Alan that you have an expense report in your queue.

