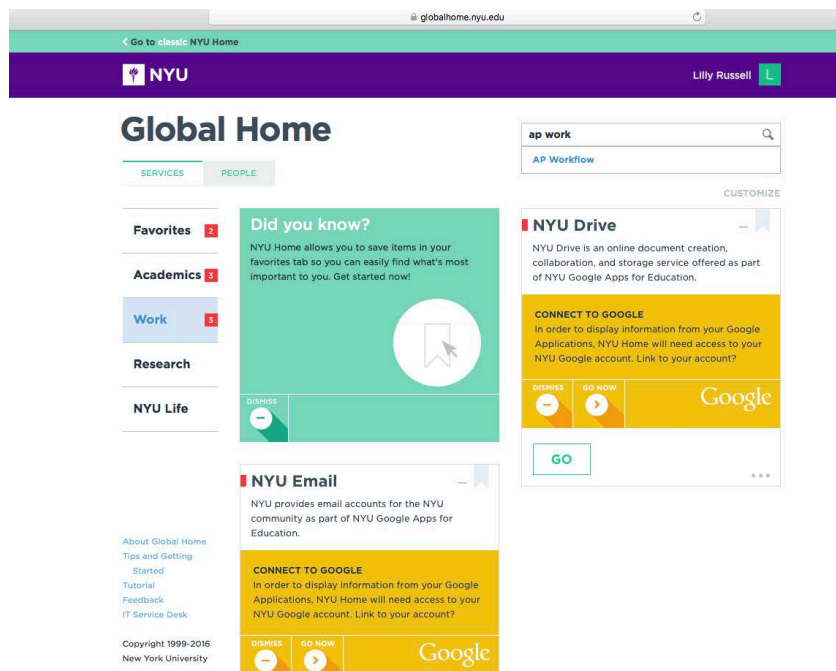


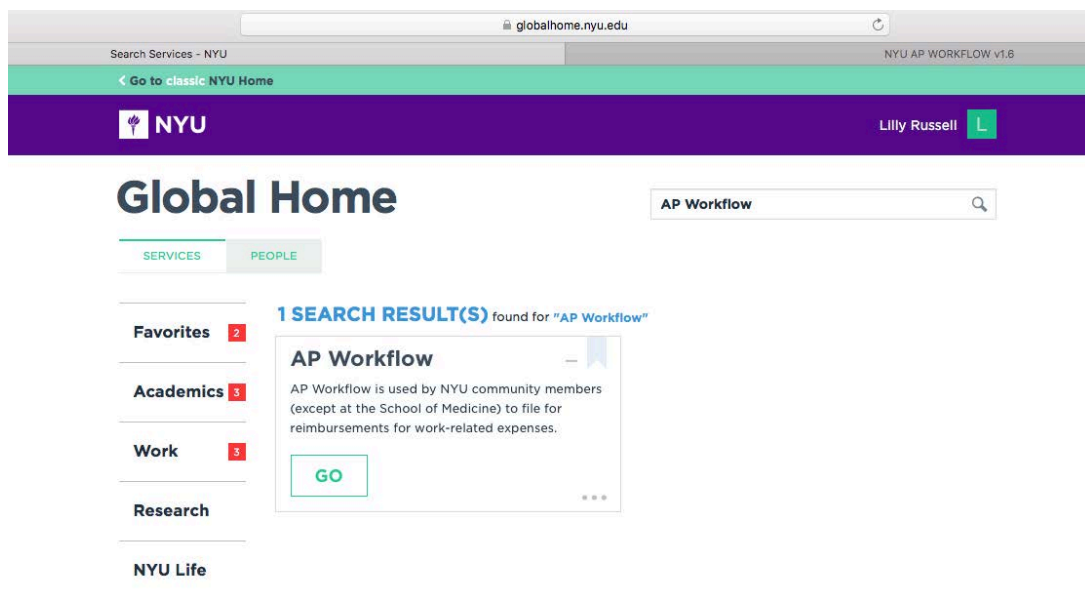
Guide to Requesting Reimbursements

Step 1: Using your NetID, log onto <https://globalhome.nyu.edu/>

- Click on the “Work” tab located on the left-hand side of the screen.
- Use the search bar to find the program titled “AP Workflow” and then proceed to click on the option given.



- Click “GO” to launch AP Workflow.



Step 2: AP Workflow will open in a separate tab. Once it has opened, click on the “REIMBURSEMENT” option on the left-hand side (under “EMPLOYEE”). This is the page that will appear:

Step 3: The first section is titled “Request Information.”

- Firstly, select your approval path under the drop box given—there should only be one option
- Then, under “Payee,” select your name if you are requesting a reimbursement for yourself.
- For “Contact Name,” type in your first and last name. Input your phone number as well.

REQUEST INFORMATION

Approval Path: **ISAW SENIOR ADMINS** Request # **NEXT**

Payee: **Tiffany Wall** Prepared By **Lilly Russell**

Contact Name: **Lilly Russell** Phone: **2129927800**

Step 4: “Payee Information”

- Under “Remit to,” first-time users should use the “Enter New Address” option to enter the address where you would like your check to be mailed.
- Returning users will select a previously entered address or a previously set-up ACH deposit option. If you would like to set-up direct deposit for AP Workflow, [click here](#).









Step 5: “Invoice Information”

- In the “Detailed Description” field, enter the reason for your reimbursement (ex. “Books business meals and office supplies” or “Travel to Berlin to present in conference”).
- **If you have an outstanding advance related to the reimbursement that you are submitting, you would choose to include that advance in this section. **See the example titled [“Travel Reimbursement with an Advance”](#) for details on how to properly incorporate advances with reimbursement requests.**

Step 6: “Expense/Account Detail Information”

- Under “Account,” input the 5-digit ISAW account code that corresponds with the expenses that you are going to reimburse. **Click [here](#) for a list of the most commonly used ISAW account codes.**
- For “Fund-Dept ID-Program-Project,” enter your personal chartfield that you should have received in your FY17 Welcome or Welcome Back to ISAW email.
- Enter the total dollar amount to be reimbursed for the respective account code. *Note:* some reimbursement requests can involve more than one account code.

EXPENSE / ACCOUNT DETAIL INFORMATION

	ACCOUNT	FUND	DEPT ID	PROGRAM	PROJECT	AMOUNT	
	00000	12	34567	89000	10101	50.00	
	00001	12	34567	89000	10101	45.00	
	00002	12	34567	89000	10101	5.00	
TOTAL EXPENSES						100.00	
TOTAL ADVANCE						0.00	
GRAND TOTAL						100.00	

Step 7: “Distribution Information”

- Enter the “Grand Total” of your reimbursement into the “Remit to Employee” field if the full amount of your reimbursement should be attributed to your research account.
- If you used your company AMEX to pay for either all of a portion of your reimbursement, you may split the grand total between the option to personally receive your reimbursement or to reimburse your corporate card. *Note that the “Grand Total” in the previous section must always match the “Distribution Total” here.*

DISTRIBUTION INFORMATION	
Remit to Employee	100.00
Remit to Corporate Card	0.00
DISTRIBUTION TOTAL	100.00

DISTRIBUTION INFORMATION	
Remit to Employee	55.00
Remit to Corporate Card	45.00
DISTRIBUTION TOTAL	100.00

Step 8: “Support Detail Information”

- Each of the three tabs corresponds with a different type of reimbursement— Business Meals, Miscellaneous (books, supplies, registration fees, etc.), or Travel. *Note: Multiple business meals and miscellaneous expenses can be combined into the same reimbursement request if desired, but each travel request must only include expenses related to the specific trip.*
- This section breaks the expense totals reported in previous sections into detail by items—each item’s purchase should be proven with supporting documentation. Instructions for supporting documentation are given through the examples provided in Step 10 of this guide.

Step 9: Click Save

- After all of the support details are given, the “Support Total” should match the totals of the previous sections. Make sure to hit “Save” after reviewing that your totals match.
- Take note of the 6-digit request number given to you so that you can easily search for this request later.
- Go to Preview to finish this request.

Step 10: PREVIEW – Uploading Your Supporting Documentation

- Scroll down to the bottom of the page and upload all supporting documents (such as receipts, invitation to conference, etc.) as one file. When you upload this file, be sure to title the file in the description field provided.
- If you are missing any documents that pertain to this request, you must fill out and upload the [Missing / Inadequate Documentation Form](#) to be part of your supporting documentation.
- For more information on how your supporting documentation should be organized, please review the examples below that pertain to the request you are going to submit. If you are missing any required documentation or your documentation is unclear, your request will be rejected and you will have to resubmit.
 - [Preparing Documentation for a Foreign Travel Reimbursement](#)
 - [Preparing Documentation for a US Travel Reimbursement](#)
 - [Preparing Documentation for a Travel Reimbursement with an Advance](#)
 - [Preparing Documentation for an Advance](#)
 - [Preparing Documentation for Business Meals](#)
 - [Preparing Documentation for Miscellaneous Expenses \(such as books, office supplies, and membership dues\)](#)
- You may use the [Supporting Documentation Checklist](#) to confirm that your request is not missing any of the required documentation.

New York University reimburses employees for necessary and reasonable expenses they incur in the conduct of University business."

New York University employees incur various types of expenses as they perform tasks and duties that support the operations of the institution and further its missions. This policy is to ensure that employees who incur valid business expenses are reimbursed in a fair and equitable manner; that business expenses are reported, recorded, and reimbursed in a consistent manner throughout the University; and that the University complies with all applicable federal, state, and local rules and regulations.

[Click here](#) for the entire policy.