How to Set Up Reimbursement Request on ProcureSU

Purpose of This Guide

The purpose of this guide is to help you use ProcureSU's to fill out an online **Reimbursement Request Form**. With this form you can input your reimbursement details as well as submit your itemized receipts and/or list of students who participated in the SUCCESS Seminar experience. Once you complete your form, it'll prompt you to "assign" your "cart". In this case, you will be sending your personal reimbursement to University Core's Senior Administrative Assistant, Maria Reyes (mreyes1@seattleu.edu), to process.

Items You Will Need Before You Process your Reimbursement

Itemized Receipt

- On the itemized receipt it needs to show the following: name of person who is applying for the reimbursement, listing of items purchased + cost, method of payment, and last four digits of the card used.

List of Students/ Participants Who Received Item

- List must include first and last names of students present at event and/or received items

If you don't have your itemized receipt…

- Procure SU also accepts a redacted CC statement. On the statement, it needs to have your bank name, account owner name, transaction line showing transaction date, vendor, and amount charged. Please black out all other private information.

Procurement Training Video:

Linked here is a video on how to complete the Reimbursement Request Form made by SeattleU Procurement:Reimbursement Request Form Video

Step By Step Guide

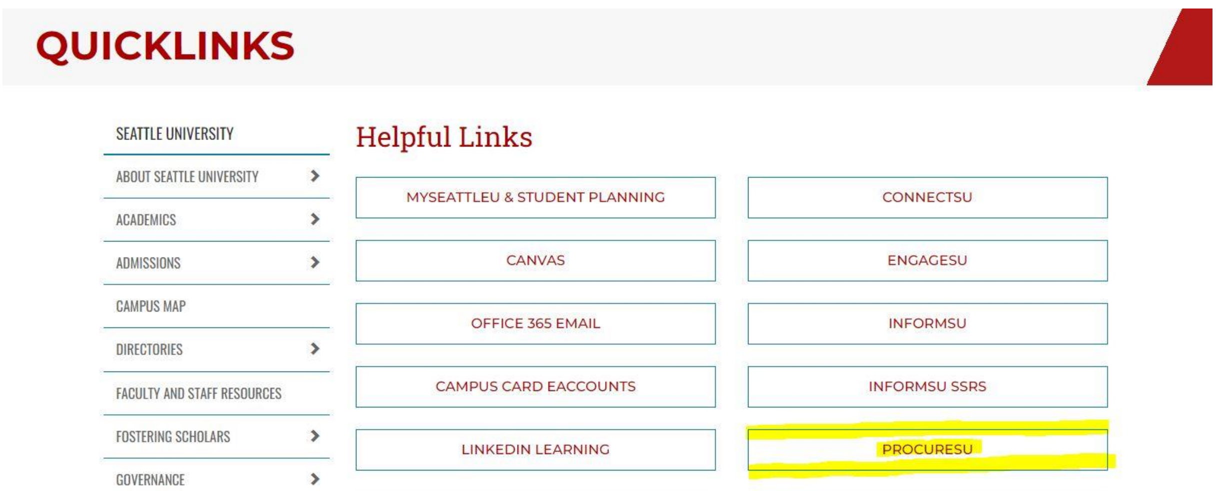
Below is a Step-by-Step Guide on How to Complete the Form.
If you need a video reference, we've also included time stamps of the Reimbursement Request Form video that corresponds to the step you are working on.

Step By Step Guide

Step 1: Access ProcureSU

Open the SU Home Webpage. Then click the drop-down red banner menu for [SU Resources]. Then select [Quicklinks].

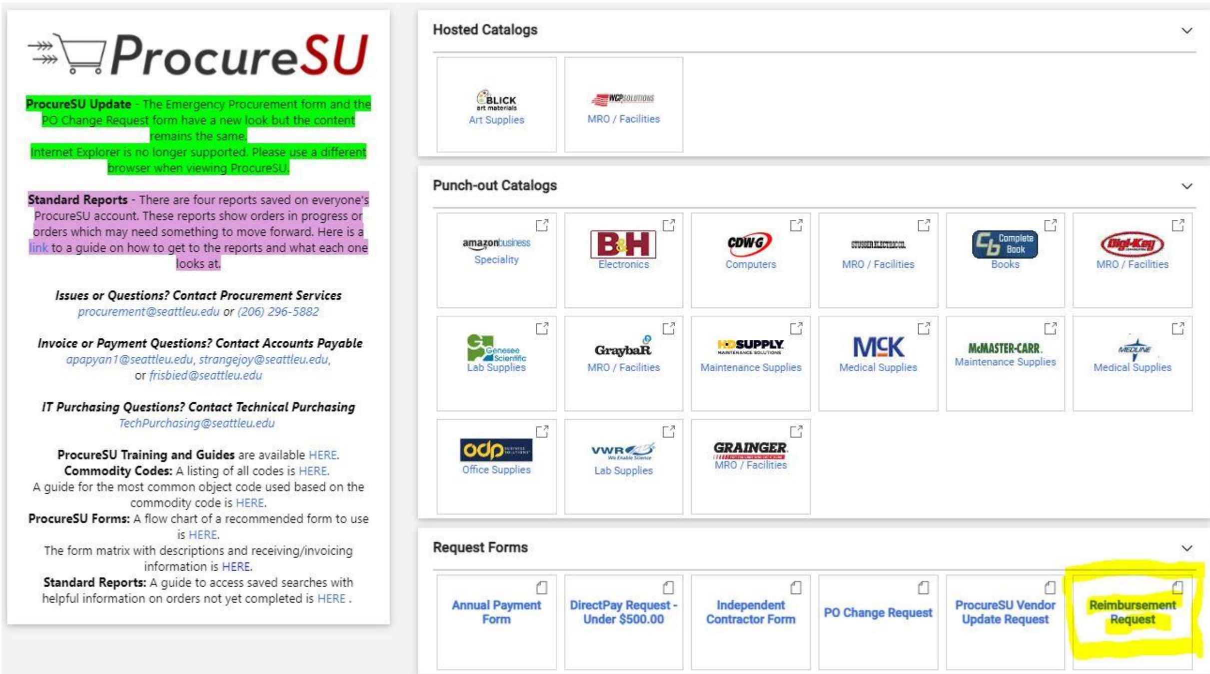
Once on the QUICKLINKS window, click [PROCURESU]



If prompted, login in with your SU credentials

Step 2: Open Reimbursement Request

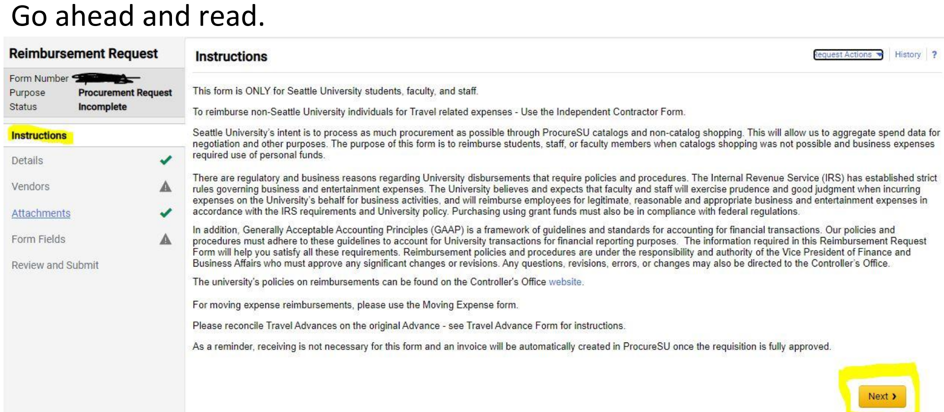
(If following the Youtube Tutorial, here is the time stamp link: [From 08 to 0:36](#))
On the main page under "Request Forms", click on [Reimbursement Request]



Step 3: Read Instructions, then hit [Next]

(If following the Youtube Tutorial, here is the time stamp link from [0:36 to :50](#))

When you click [Reimbursement Request], you'll land on the Instructions page.
Go ahead and read.



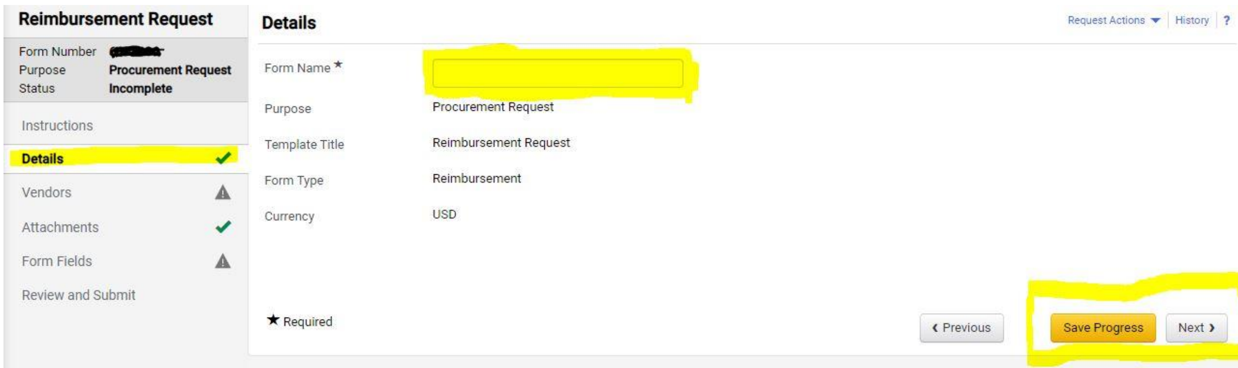
Once you are done, click [Next]

Step 4: Complete Details Page, click [Save Progress], click [Next]
(If following the Youtube Tutorial, here is the time stamp link from [:50 to 1:06])

On the Details Page, complete the Form Name field.

- Suggested Format:
  Last Name, UCOR #, SUCCESS, Year##Quarter(_Q), Reimbursement Request
- Example: Reyes UCOR 1100 SUCCESS 22FQ Reimbursement Request

Click [Save Progress], click [Next]



Step 5: Complete Vendors Page, click [Save Progress], click [Next]
(If following the Youtube Tutorial, here is the time stamp link from [1:25 to 2:02])

On the Details Page, complete the Form Name field.

Click [Select] for

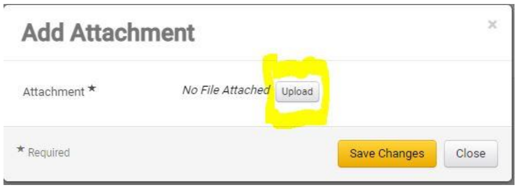
"Personal Reimbursement fulfillment: (preferred)901 12th Ave, Seattle, WA 98122"

Click [Save Progress], click [Next]

Step 6: Insert Attachments on Attachments Page, click [Save Progress], click [Next]

(If following the Youtube Tutorial, here is the time stamp link from 2:03 to 3:16)

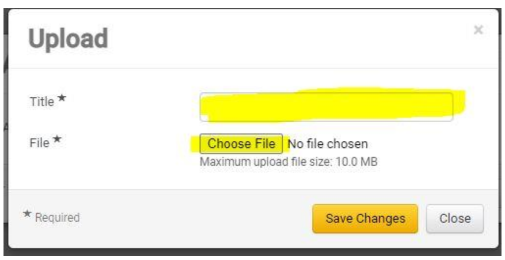
A) On the Attachments Page, click [Upload]



- On the Upload window, complete the Title field
  - Suggested Format: Last Name, YearQuarter(##_Q), SUCCESS, Document Type
    - Example 1: Reyes 22FQ Meal Receipts
    - Example 2: Reyes 22FQ Bus Receipt
    - Example 3: Reyes 22FQ List of Students

B) After completing the Title field, click [Choose File], then select the file to upload.

C) After you upload, click [Save Changes].



Repeat steps A-C to attach any other document needed to process your reimbursement.

Once you are finished attaching all documents, click [Save Progress], then click [Next]

Step 7: Complete Form Fields's [Information] Section, click [Save Progress], click [Next]

(If following the Youtube Tutorial, here is the time stamp link from [3:18-3:57])

Under the Name & SU ID

Complete "Payee" and "Payee SU ID' fields. (i.e, the person who paid)

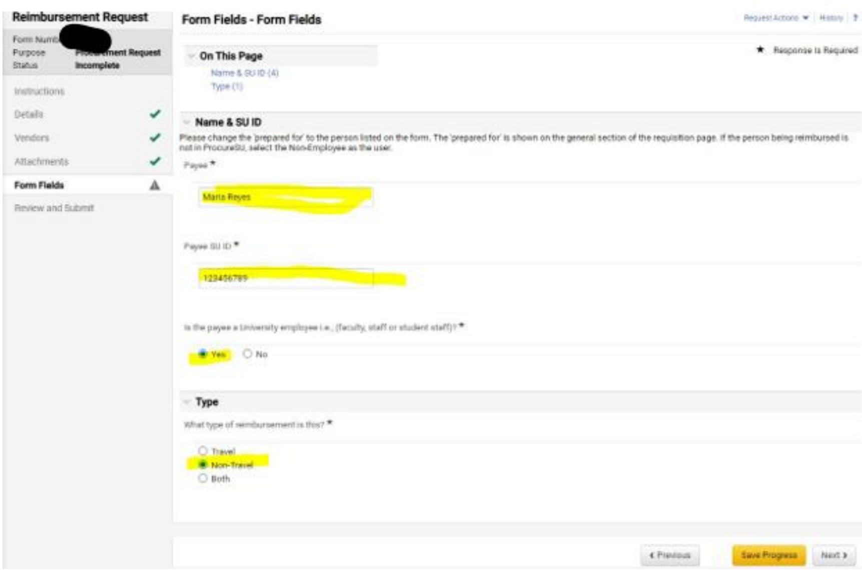
Then select [Yes] to "Is the payee a University employee i.e., (faculty, staff or student staff)?"

Under Type

Under "What type of reimbursement is this?" select [Non-trave]

Note: Even if the expense is for an in-state field trip, it'll be categorized as non-travel.

Once finished, click [Save Progress], then click [Next]



Step 8: Complete Form Fields's [Non-Travel] Section, click [Save Progress], click [Next]

(If following the Youtube Tutorial, here is the time stamp link from 7:10-8:18)

Under Non-Travel

Complete "What is the business reason for the reimbursement?" field.

- Include details such as what the reimbursement was for, the date, who was involved, what was purchased, and any other notes.

Next, selected an option on "How many different types of expenses are being requested for reimbursement?" field.

- Note: A type of expense is a single item or a group of items that are classified the same. Examples of expense type would be meals, event tickets, transportation expenses, gift cards, classroom supplies, etc.

Then, complete "Reimbursement amount for the first type:"

- Note: The number you selected for "How many different types of expenses are being requested for reimbursement?" will determine how many types of cost you will input

Finally, click the checkbox of "Required Items are attached" to indicate you included all required documents.

Once finished, click [Save Progress], then click [Next]

Here is an example of how we completed Form Fields for a UCOR SUCCESS seminar experience

Let's say we took UCOR 1100 students to Lake Washington for an outing on 9/20/2022.

The items bought for reimbursement are as follows:

Doughnuts from Mighty O Doughnuts: $15

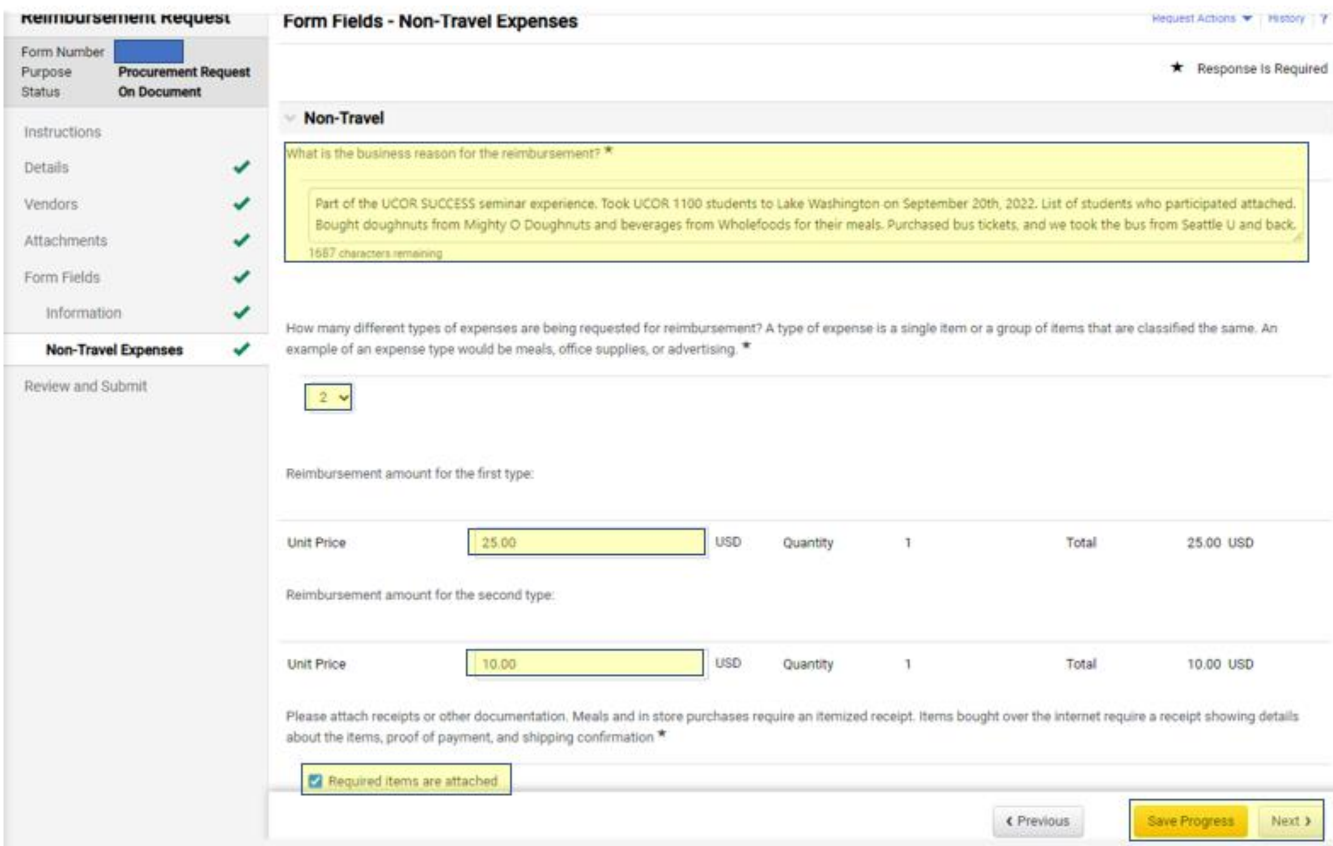
Beverages from Wholefoods: $10

Bus Tickets: $10

In this case we have <u>two types</u> of expenses

1. Meals: $25 (Doughnuts $15+ Beverages $10 =$25)
2. Transportation: $10

I would then complete the form fields as follows:

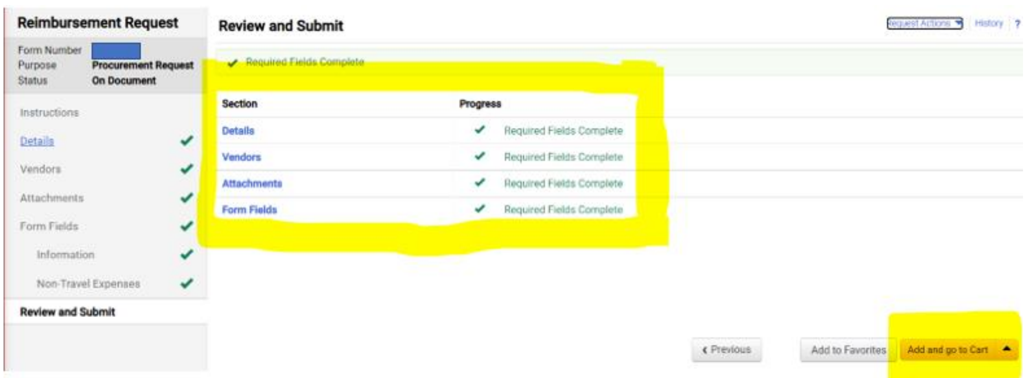


Step 9: Complete the Review and Submit Section, click [Save Progress]

(If following the Youtube Tutorial, here is the time stamp link from 8:19 to 9:30)

On this page, you should automatically have green checks next to each section you've completed. If it's not checked, you must go back to that section and complete it in order to proceed forward.

When all fields are marked as completed, click [Add and go to cart]

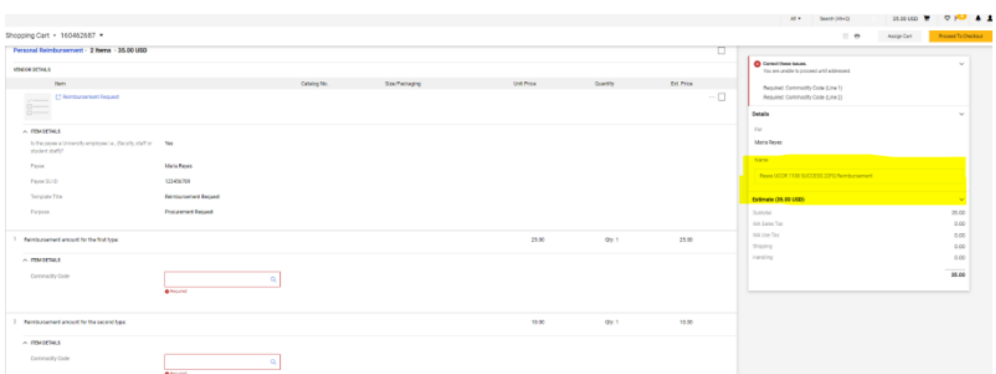


Step 10: Complete the Shopping Cart, then Assign the Cart

(If following the Youtube Tutorial, here is the time stamp link from 9:36 to 10:06)

Under "Details" on the right column, complete the [Name] field to name your cart.

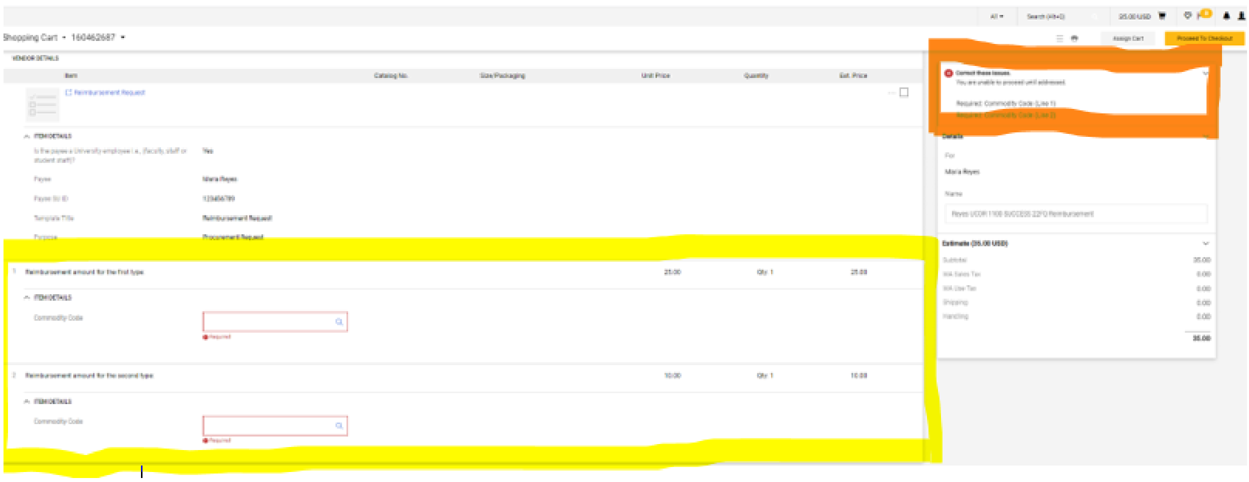
- Suggested Format: Last Name, UCOR #, SUCCESS, Year##Quarter(_Q), Reimbursement Request
- Example: Reyes UCOR 1100 SUCCESS 22FQ Reimbursement Request



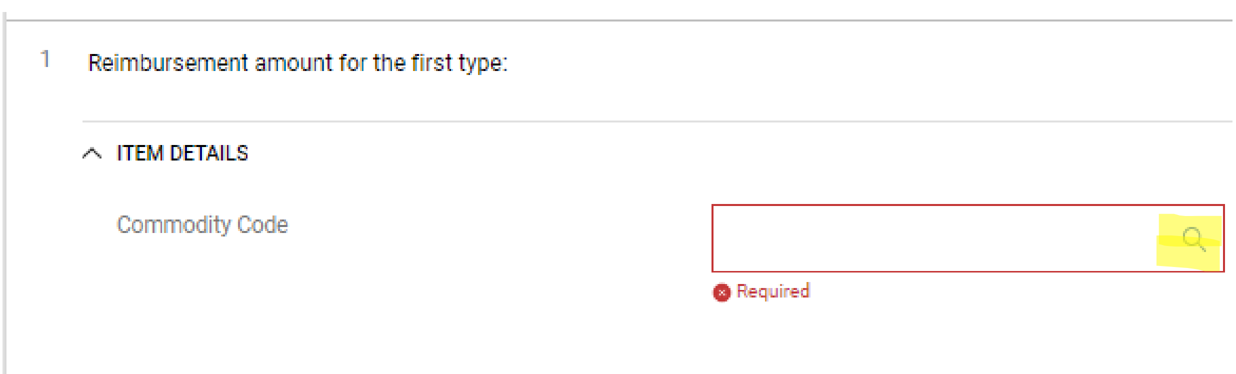
Complete Commodity Codes Fields

(If following the Youtube Tutorial, here is the time stamp link from [10:07 to 11:35](#))

In the right column, you'll notice a notification to "Correct these issues. You are unable to proceed until addressed" (Highlighted in orange in the example below). To correct this, you would need to complete the commodity code(s) (Highlighted in yellow in the example below)



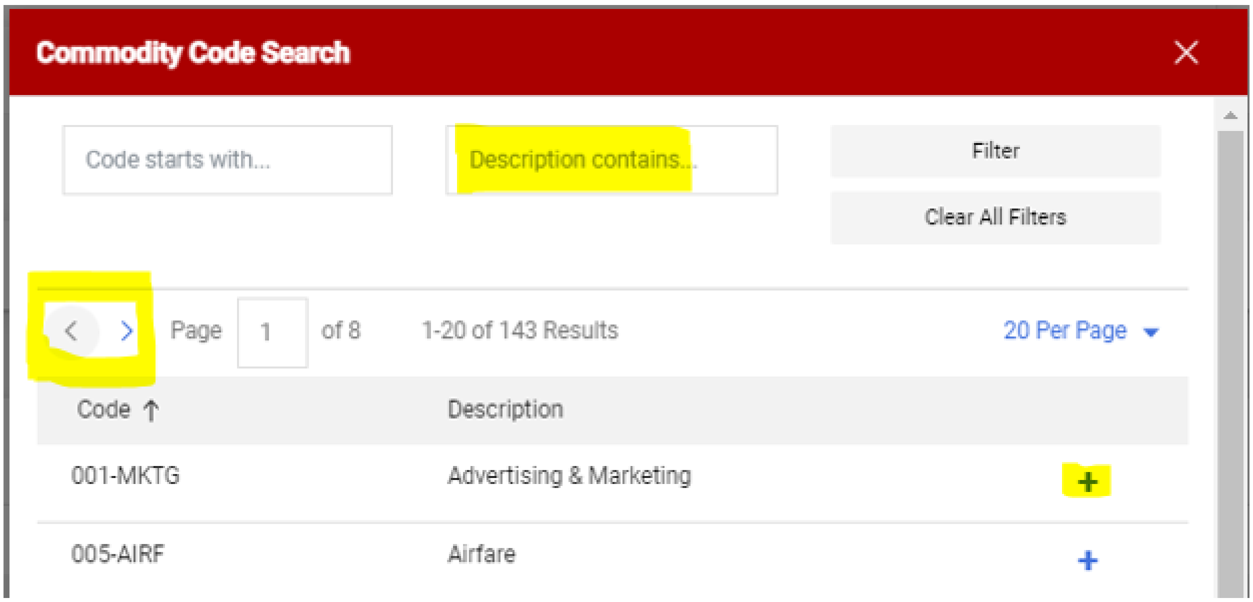
Complete the commodity code for the first type. Click the magnifying glass inside the red block.



This will open to a "Commodity Code Search" window.
You can select commodity codes by searching under the fields "Description contains…", then click [Filter]
Or, you can scroll through the list of codes using the left and right arrows.

Once you find the corresponding code for the reimbursement type, click on the blue + sign.

If there is more than one reimbursement type, you would also need to complete the coding for those as well



Here are example of commonly used common commodity codes used for past SUCCESS Seminar reimbursements:

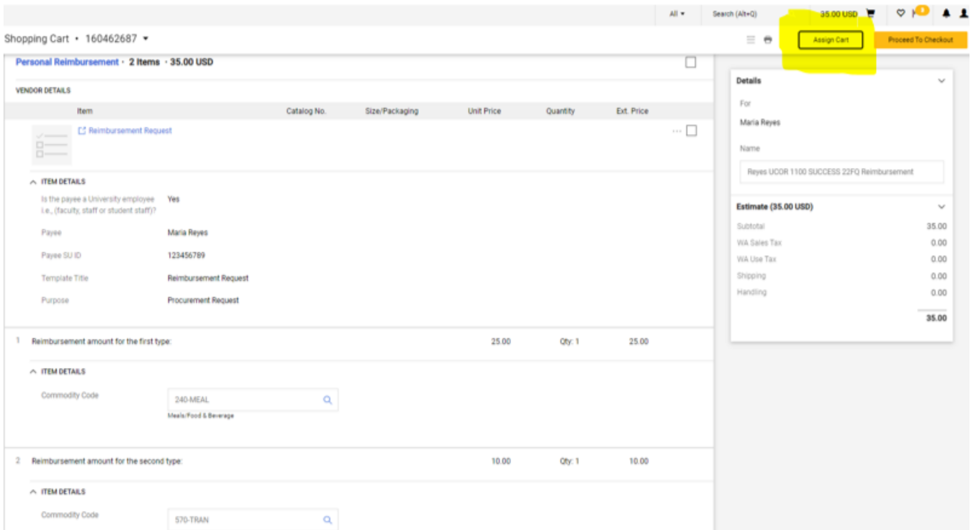
Code	**Description**	**Examples**
240-MEAL	Meals/Food & Beverage	Coffee/Snacks/Lunch
070-ENTR	Entertainment	Movie/Musical tickets
570-TRAN	Transportation	Bus/Ferry tickets
465-SART	Supplies-Arts/Crafts	Craft/Paint kits
175-GIFT	Gift Card	Café/Restaurant cards

If you would like to see the full list of commodity codes, here is the link:
https://www.seattleu.edu/media/procurement-services/Commodity-Code-Handout-20210519.pdf

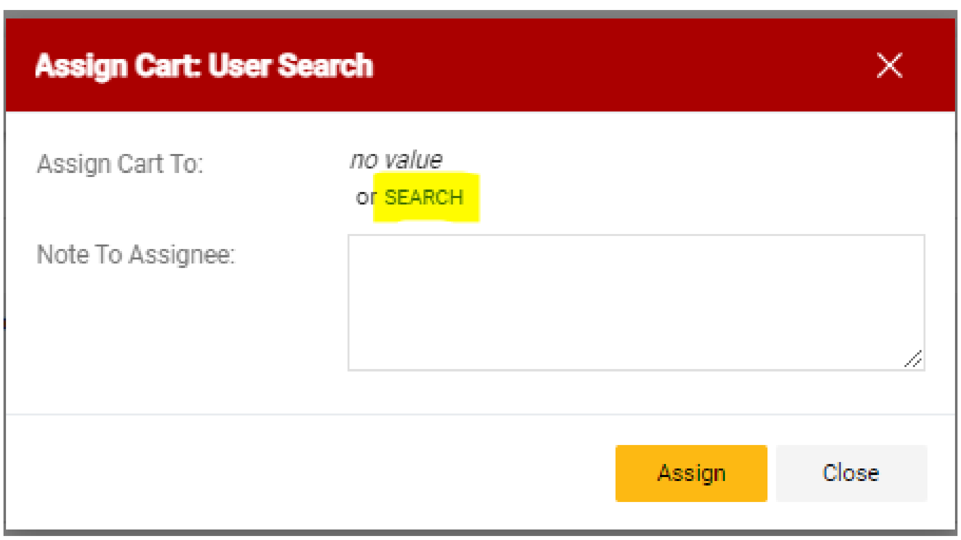
Step 11: Assign Cart

To receive your reimbursement, you would need to “assign” your “cart” to the University Core’s Senior Administrator Assistant so that they can process it.
In the case for FY 22RQ-23SQ, that would be Maria Reyes (mreyes1@seattleu.edu)

On the top right corner click [Assign Cart]

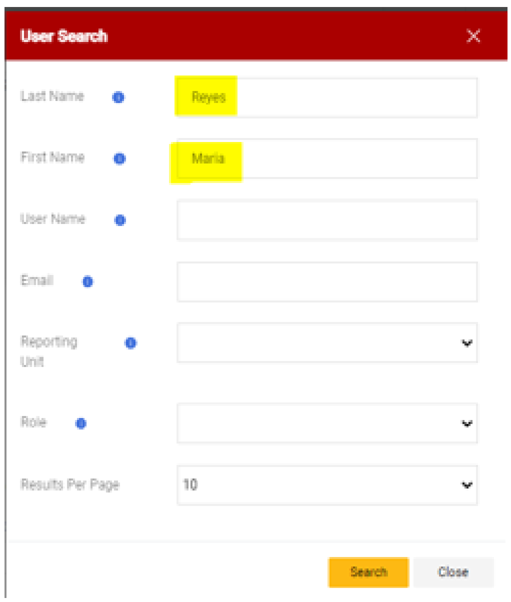


Under the “Assign Cart: User Search Window”, click [SEARCH]

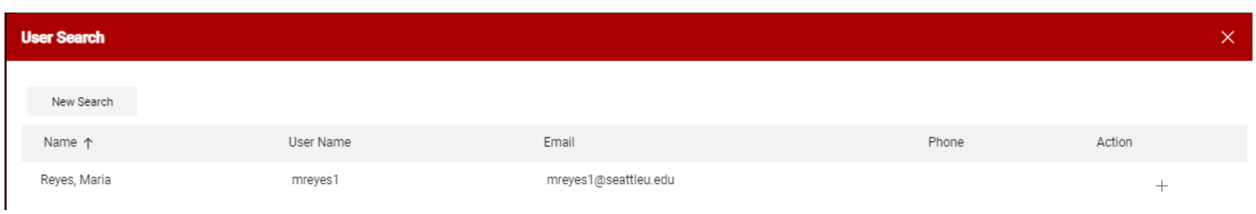


To assign the cart to the UCOR's Senior Administrator's Assistant,

Enter their Last (Reyes) and First (Maria) Name.
Then click [Search].



Once the Senior Administrator Assistant has been found, click on the [+]



Under the "Assign Cart: User Search", click on [Assign]