School of Natural Sciences  
Finance Suite - User Instructions - Approvers

Step 1: Log in

https://nsbus.ucmerced.edu

Step 2: Go to the reimbursement section

Click “Go to Travel Reimbursements”

Step 3: Open your queue

Click “Actionable”

Step 4: Review the items in your queue

Click each title to open and review the requests in your queue.

⇒ **Info** shows a summary of the request including total amount and requested account.

⇒ **Items** shows each item which has been requested for reimbursement (optional review)

⇒ **Transition** allows you to approve or deny the request

Step 5: Approve or Deny the request

If you approve of the expense, click Approve.

If you need more information to make your decision, use the comments section to ask for more information from the requestor.

If you do not approve the expense or if you have been mistakenly been identified as a host, please click Deny and transition the request back to draft state so that the requestor can resubmit appropriately.

Please do not let reimbursement requests sit in your queue. A deserving student, staff, guest or faculty member’s reimbursement will not be processed without action by an approver. Contact SNSTravel@ucmerced.edu with any questions about requests that are in your queue!