IMPORTANT:

All hosts should provide their guests with the Finance Suite guest instructions prior to their arrival at UC Merced. Hosts should also specify the name of the account host that their guests will enter in Finance Suite. Account hosts are identified based on the reimbursement funding source. The following account hosts should be used:

- Departmental (non-seminar) funding: Karina Villegas
- Seminar funding: Program Chair
- Faculty funds: P.I.

Contact SNSBusiness@ucmerced.edu if you are unsure about the appropriate account host to provide your guest.

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 and use the drop down menu to search for your preferred account. You can search using any part of the FAU or account description. If your search does not return any results it is because you have not been given access to use the specified account or the account is out of funds.

If you believe your account should be available but it is not, contact SNSBusiness@ucmerced.edu.

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 their host. Contact SNSBusiness@ucmerced.edu with any questions about requests that are in your queue!