

School of Natural Sciences Finance Suite - User Instructions - General Reimbursements -

Step 1: Log in

<https://nsbus.ucmerced.edu>

Step 2: Go to the reimbursement section

Click "Go to Travel Reimbursements"

Step 3: Create a FS Request

Click "Start Travel Reimbursement"

Step 4: Give your request a title and description

Title your request "General Reimbursement." You can also include any identifying information for your future reference

Title Enter a title that will help you identify the travel reimbursement later. <input type="text" value="General Reimbursement - Lowes lab supplies"/>
Project Benefit or Travel Purpose Please include a detailed summary of your travel purpose. Your summary should include the "who, what, where and why" of your trip. <input type="text" value="I purchased clipboards, whiteboard markers, tools including a driver set (see receipt). These are all for my use in my lab and for fieldwork."/>

Step 4 (optional): Add notes or comments for our processing team

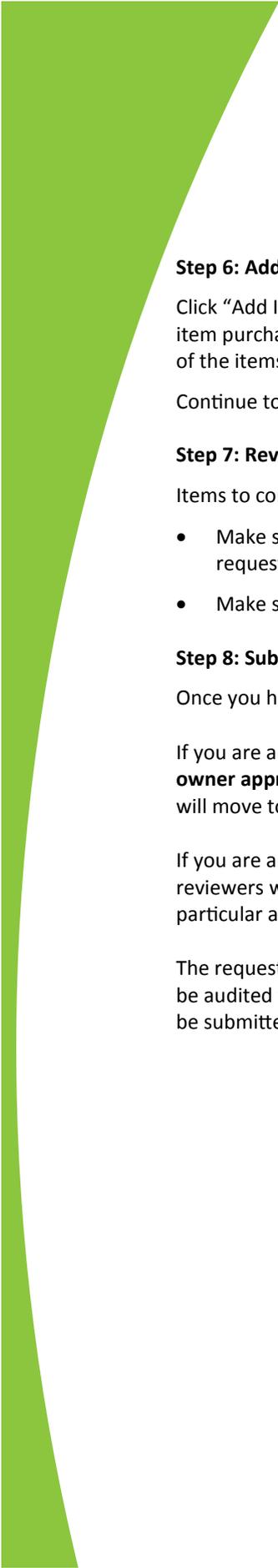
Additional Comments You may include additional comments for our processing team. <input type="text" value="- Charge 50% to my other account: 123456-2A-20095
- I could not wait for the business office to order because I needed the tools for emergency field station repair
- It was more cost effective to purchase from local stores than to pay for shipping via an online vendor"/>

Step 5: Give us the funding source

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 are an account owner and believe your account should be available, contact SNSTravel@ucmerced.edu.

If you are not an account owner, you can select the account owner (usually your P.I.) as your host. Once you submit the request, your host will be able to select an account for you. If your P.I. is not the owner of the account (i.e. the reimbursement is from departmental funds), contact SNSTravel@ucmerced.edu.



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Step 6: Add a line for each expense

Click “Add Item” and select type “other.” Add one item for each transaction (i.e. do not add an item for each item purchased at a single store. Rather, add one item for each receipt). Be sure to include detailed description of the items purchased and a business purpose or justification for reimbursement.

Continue to add items until all of your transactions have been listed. Click “Review & Submit.”

Step 7: Review your reimbursement

Items to consider:

- Make sure that you have given a detailed business purpose and justification for your reimbursement request.
- Make sure all attachments are legible and show the necessary information.

Step 8: Submit for Approval

Once you have added all of your items to the FS request, click “Submit for Approval.”

If you are an actor on an account (or if you have selected a host): your reimbursement request will move to the **owner approval** stage where the account owner will approve or deny your request. If approved, your request will move to the account approval stage.

If you are an account owner, your reimbursement will move directly to the **account approval** stage where fund reviewers will confirm that funds are available. If funds are not available or the expense is not allowable on a particular account, you will be asked to provide a new account until an account is approved.

The request will then be submitted to our business team for the **UC Merced audit** stage where your request will be audited for policy adherence. Once all documentation requirements are satisfied, your reimbursement will be submitted to UCLA for final review and payment.