

# School of Natural Sciences

## Finance Suite - User Instructions - Guests

### Step 1. Create an account <https://nsbus.ucmerced.edu>

Click "Register." Activation is immediate

### Step 2: Log in

Click "Visitor Login"

### Step 3: Go to the reimbursement section

Click "Go to Travel Reimbursements"

### Step 4: Create a FS Request

Click "Start Travel Reimbursement"

### Step 5: Give your request a title and description

Use any title that will help identify your request. Provide a summary and business purpose for your visit.

<b>Title</b> Enter a title that will help you identify the travel reimbursement later. <input type="text" value="Seminar presentation - November 2015"/>
<b>Project Benefit or Travel Purpose</b> 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 visited UC Merced as an invited guest and gave seminar 'Cutting Edge Research from ABC University' to the Physics group."/>

### Step 6: Select your account host

The name of your *account host* should have been provided to you prior to your arrival at UC Merced. Your account host may not be the same person who invited you to visit UC Merced. **\*Contact [SNSTravel@ucmerced.edu](mailto:SNSTravel@ucmerced.edu) if you are unsure about your host.**

### Step 7: Give us your mailing address

<b>Additional Comments</b> You may include additional comments for our processing team. <input type="text" value="Mailing address: 987 State Street, Hometown, CA 94206"/>
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### Step 8: Add a line for each expense

Click "Add Item" and then complete the fields as appropriate from the menu selections. Continue to add items until all of your expenses have been listed. Click "Review & Submit."

**\*To avoid processing delays: ensure you have selected the appropriate host prior to submitting your request. Submitting to the wrong host will cause a delay in your reimbursement.**



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#### **Step 9: 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.
- ◇ Please note that the “reimbursable amount” shown is an estimate and may differ from the “total amount” shown. This is due to the competing travel, entertainment and general reimbursement policies. The “reimbursable amount” calculates on the most conservative policy and, depending on the type of reimbursement, will be corrected by your travel specialist.

#### **Step 10: Submit for Approval**

Once you have reviewed the details, click “Submit for Approval.”

Your reimbursement request will move through various approval and audit stages. Once all requirements are satisfied, your reimbursement will be submitted to UCLA for final review and payment.