School of Natural Sciences  
- Finance Suite - 
Faculty Candidate Reimbursement Instructions

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.

Step 6: Select your account host
   Under the Account field, click the “select a host” link. Search for and select Sauci Xiong, Josephine Vang or Dora Lopes as your host.

Step 7: Give us your mailing address

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.*
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.