

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

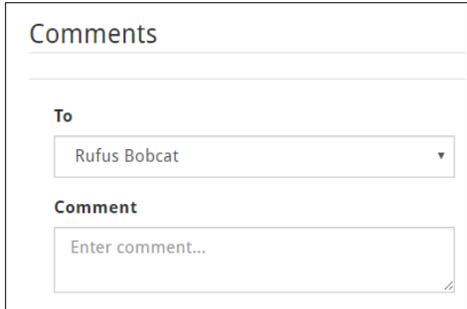
Click "Actionable"

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. *see below for role disambiguation*
Hosts: After clicking approve, you will be able to select the account you wish to charge. If you would like to charge multiple accounts, please select one account & provide details in the text field before approving.
- ⇒ 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.

Role disambiguation:

Host approval gives consent to use the select account

Account approval confirms that funding is available in the selected account

The Travel & Reimbursement Team will audit for UC policy adherence and proper documentation*

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!

****Account approvers should provide guidance to the Travel & Reimbursement Team when funding (i.e. grant) requirements go above UC requirements.***