

McCormick Faculty Reimbursement Workflow

Steps to process and approve your expense report:

1. Prepare your receipts and supporting documentation. Scan or take photos of physical copies and/or download digital copies for the reimbursement request.
 - ❖ Combining documentation into one PDF file is recommended.
2. Fill out the online [Reimbursement Request Form](#) and submit with all required fields completed and documentation attached.
 - ❖ Submit requests within 60 days of the oldest transaction. Requests received after 60 days may require a 90-day [exception request form](#) to account for processing and approval time.
3. If needed, answer email questions from the Reimbursement Center staff for additional clarification or documentation.
4. Once your expense report has been prepared and submitted, you will receive a system-generated email from Peoplesoft. Open the email and click on the link to log in with your NetID. Review the electronic expense report approval page and click “approve” to verify the expenses.
5. Receive prompt reimbursement via direct deposit.

Steps to approve student expense reports:

1. Receive system-generated email to approve an expense report. Open the email and click on the link to log in with your NetID. Review the electronic expense report approval page and click “approve” to verify the expenses.
2. If changes are required, type a brief explanation into the “Comments” box towards the bottom of the page and click “Send Back.” The expense report is then rerouted to the student for revision.