



Form Name	Reimbursement Request (Grad Student)
Relevant Handbook Information	n/a
Deadline	Reimbursements should be submitted as soon as possible after they are incurred and no later than one year after the funds are spent
Take Note	This form is for expenses incurred by students for Emory business that require reimbursement <i>to the student</i> . Professional Development Support (PDS) funds are administered by UGS and require specific, separate forms.

Signing Order



Receives Completed Form: Grad Coord, Scholar

Scholar Information

Name	
Student ID #	
Email	
Date	

Please attach all original, itemized receipts.

File types accepted: .doc, .docx, .pdf, .rtf, .txt, .heic, .jpg, .jpeg, .png, .tif, .tiff

Complete one row for each eligible expense:

Activity	
Date	
Vendor	
Amount	
Speedtype	

Activity	
Date	
Vendor	
Amount	
Speedtype	

Activity	
Date	
Vendor	
Amount	
Speedtype	

Activity	
Date	
Vendor	
Amount	
Speedtype	

Activity	
Date	
Vendor	
Amount	
Speedtype	

Activity	
Date	
Vendor	
Amount	
Speedtype	

Total Reimbursement Requested:	\$
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VIEW ONLY - USE DOCUSIGN

Choose One:

Please reimburse me via Direct Deposit (requires proxy – scroll down):	
Please reimburse me by sending a check to my address:	

Approver Information

Name	
Email	

My signature below indicates my approval of the reimbursement of _____ requested by the scholar _____.

I have entered an approved speedtype(s) for each check.

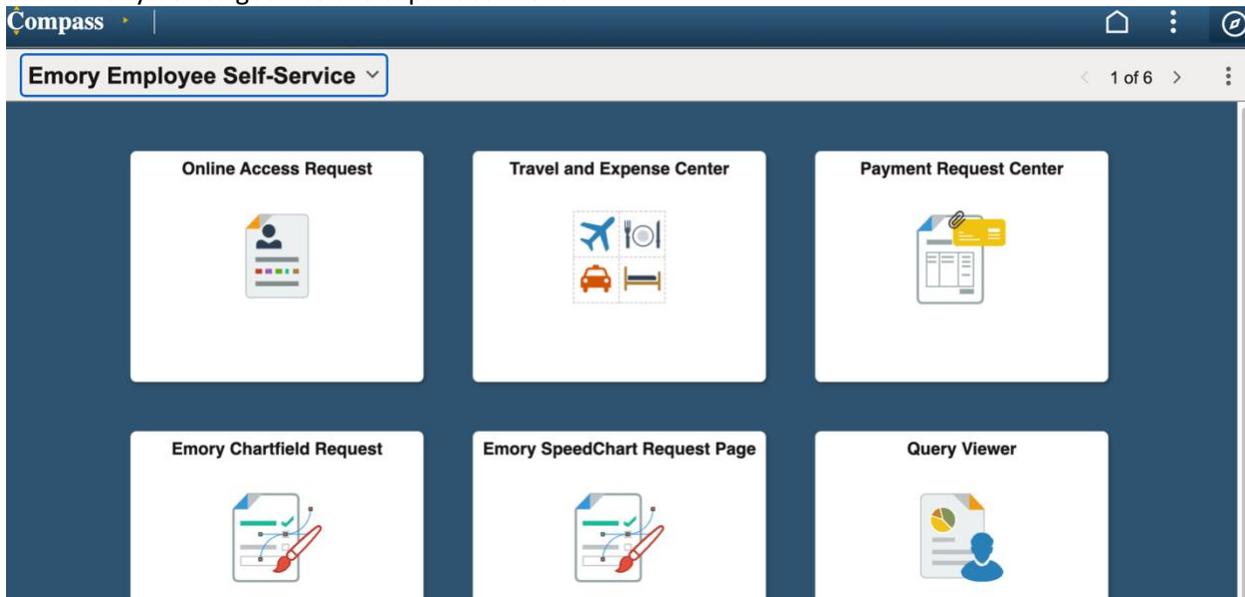
Signature	
Date	

PREVIEW ONLY - USE DOCUMENT

PROXY INSTRUCTIONS

- Access Compass using your Emory ID and Password.
- Click on any box to get into the expanded menu
- Click on “Main Menu” in the top left corner
- Click on “Employee Self-Service”
- Click on “Travel and Expense Center”
- Under “Profiles and Preferences” click on “Delegate Entry Authority”
- Click the + sign
- Add Lynn’s ID “dkenney” and click on “Save”
- Then click on “OK”

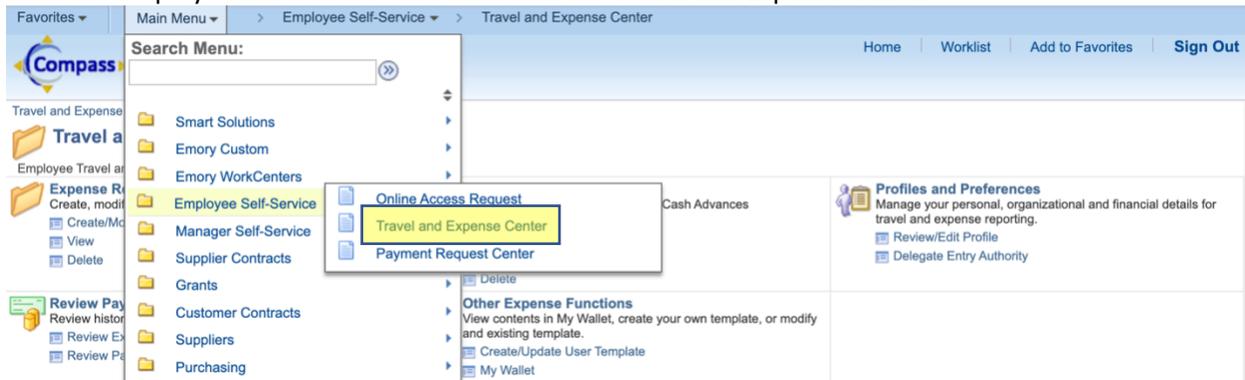
Click on any box to get into the expanded menu.



Click on “Main Menu” in the top left corner



Click on “Employee Self Service” and then click on “Travel and Expense Center”



Under “Profiles and Preferences” click on “Delegate Entry Authority”

Travel and Expense Center

Travel and Expense Center

Employee Travel and Expense Center

Expense Reports
Create, modify, print, view or delete an Expense Report

- Create/Modify
- View
- Delete

Cash Advances
Create, modify, print, view or delete Cash Advances

- Create/Modify
- Print
- View
- Delete

Profiles and Preferences
Manage your personal, organizational and financial details for travel and expense reporting.

- Review/Edit Profile
- Delegate Entry Authority

Review Payments
Review history of expense payments

- Review Expense History
- Review Payments

Other Expense Functions
View contents in My Wallet, create your own template, or modify and existing template.

- Create/Update User Template
- My Wallet

Click the + sign, add Lynn’s ID “dkenney”, click on “Save”

Authorize Users

Kira Walsh

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	*Authorization Level		
KWALSH6	Walsh, Kira M	Edit & Submit	+	-
DKENNEY		Edit & Submit	+	-

User ID Description

DKENNEY Lynn Kenney

Click “OK”

Save Confirmation

Kira Walsh

The Save was successful.

OK

&Save