

| 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 Signing Scholar → Approver → Receives Completed Fo | This form is for expenses a currel by students for Emory busiless that require reimbursement to the student. Professional Development Support (+ oS) funds are administered by GS and require specific, separate forms. Conduct Accounting → Complete rm: crad Coord, Scholar | | |
| Scholar In | formation | | |
| | | | |
| Name | | | |
| Student ID # | | | |
| Email | | | |
| Date | | | |

Phas at ach 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 | |
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| Spoodtype | |
| speedtype | |

| Total Reimbursement Requested: \$ | |
|-----------------------------------|--|
|-----------------------------------|--|

| 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 l requested by t | below indicates my approval of the reimburstment or |
| I have entered | an approved speedtype(s) for each charge. |
| Signature | |
| Date | |
| Ň | UIEM ONE |
| 64. | |

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

| Favorites - | Main Menu 🔻 | > Employee Self-Service -> Travel and Expense Center | | |
|-------------|-------------|--|-------------------------------|------------|
| Compass | ► F | I KWALSH6 on FSPROD | Home Worklist Add to Favorite | s Sign Out |

Click on "Employee Self Service" and then click on "Travel and Expense Center"

| Favorites | Main Menu - Employ | ee Sell-Service V / Traver and Expense Center | |
|---|---|--|--|
| Compass | Search Menu: | | Home Worklist Add to Favorites Sign Out |
| Travel and Expense Travel a Employee Travel a Expense R Create, modi Create, modi Create / Mo View Delete | Smart Solutions Emory Custom Emory WorkCenters Employee Self-Service Manager Self-Service Supplier Contracts | Online Access Request Travel and Expense Center Payment Request Center Delete | Profiles and Preferences Manage your personal, organizational and financial details for travel and expense reporting. Review/Edit Profile Delegate Entry Authority |
| Review Pay Review histor Review E Review Pa | Customer Contracts Suppliers Purchasing | Other Expense Functions View contents in My Wallet, create your own template, o and existing template. Create/Update User Template My Wallet | or modify |

Under "Profiles and Preferences" click on "Delegate Entry Authority"

Favorites - Main Menu -> Employee Self-Service - > Travel and Expense Center Home Worklist Add to Favorites Sign Out **KWALSH6 on FSPROD** (Compass) Travel and Expense Center Travel and Expense Center Employee Travel and Expense Center Profiles and Preferences Manage your personal, organizational and financial details for travel and expense reporting. Review/Edit Profile Expense Reports Create, modify, print, view or delete an Expense Report Cash Advances Create, modify, print, view or delete Cash Advances Create/Modify 🔳 View 🗉 Print Delegate Entry Authority 🔲 Delete 🗉 View E Delete Other Expense Functions
 View contents in My Wallet, create your own template, or modify
 and existing template. Review Payments Review history of expense payments E Review Expense History Review Payments E Create/Update User Template My Wallet

Click the + sign, add Lynn's ID "dkenney", click on "Save"

| indirindir v | Employee Sen-Service + | | | | |
|---|---|----------------------|---|---|---|
| Compass KWAL | SH6 on FSPROD | | | | Home Worklist Add to Favorites Sign Out |
| | | | | | New Window Help Personalize Page |
| Authorize Users | | | | | |
| Kira Walsh | | | | | |
| Entering new UserIDs on this page will giv expense transactions on behalf of the emp | e those users the ability to enter ployee. | | | | |
| Authorize Users | | | | | |
| *Authorized User ID | Name | *Authorization Level | | | |
| KWALSH6 | Walsh,Kira M | Edit & Submit | + | - | |
| DKENNEy Q | | Edit & Submit V | + | - | |
| User ID Description | | | | | |
| DKENNEY Lynn Kenney | | | | | |
| | | | | | |
| Click "OK" | | | | | |
| Favorites - Main Menu - > | Employee Self-Service - | | | | |
| Compass KWAL | SH6 on FSPROD | | | | Home Worklist Add to Favorites Sign Out |

New Window Help Personalize Page

| Sa | ve Confirm | ation | | | |
|------|--------------|-------------|--|--|--|
| Kira | a Walsh | | | | |
| | The Save was | successful. | | | |
| | &Save | | | | |