



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 LGS and require specific, separate forms.

Signing Order



Scholar Information

Name	
Student ID #	
Email	
Date	

Please attach all original, itemized receipts. If your receipt is for a meal, please write the names of the attendees on the receipt or attach a second file with a list of attendees and their role (ex: John Smith, grad student).

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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Choose One:

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

Approver Information

Students: The approver is the person who authorized you to incur the expense.

- Seminar and Search Lunches = Kat Williams (katherine.williams3@emory.edu)
- Recruitment activities = Kira Walsh (kwalsh6@emory.edu)
- Most other expenses = Primary Research Mentor

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 charge.

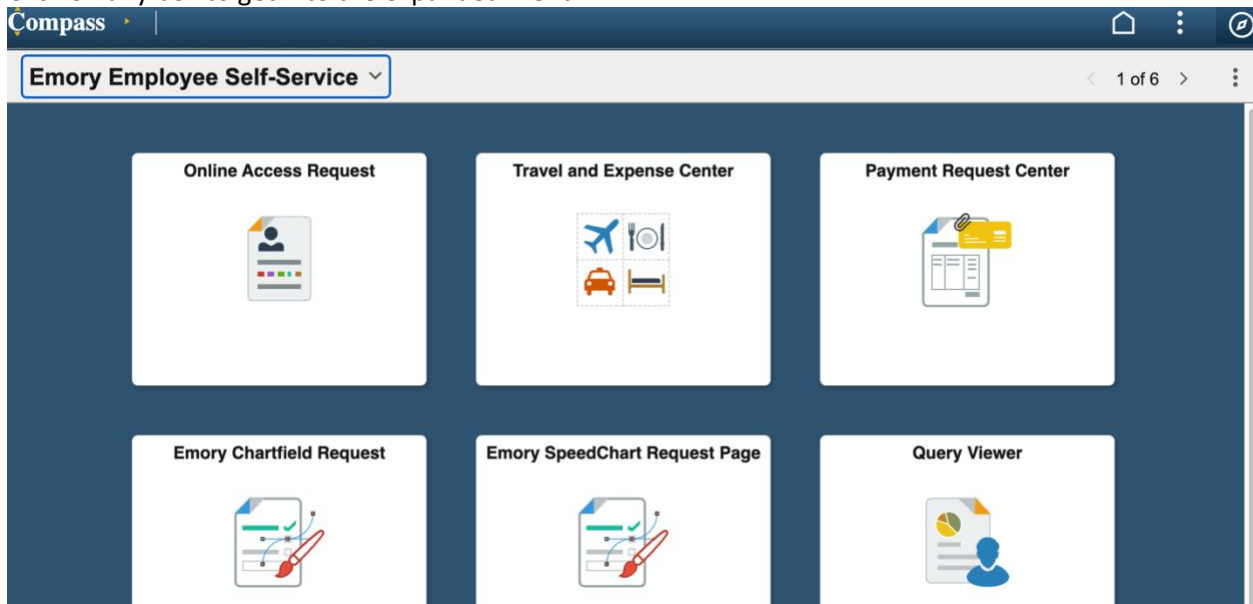
Signature	
Date	

Preview Only - Use DocuSign

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 Soniya’s ID “SJASWAN” and click on “Save”
- Then click on “OK”

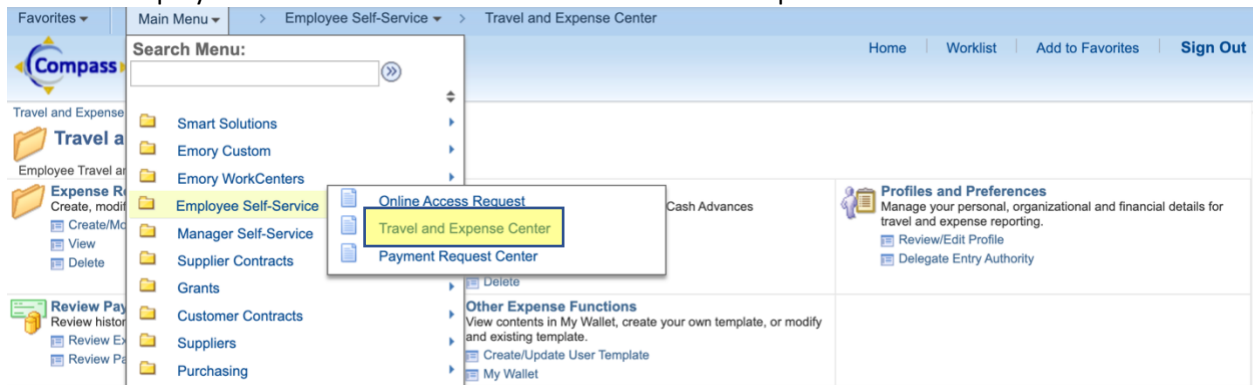
Click on any box to get into the expanded menu.



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”

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expense Center

Compass KWALSH6 on FSPROD Home | Worklist | Add to Favorites | Sign Out

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
- 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

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

- Review/Edit Profile
- Delegate Entry Authority

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

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾

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New Window | Help | Personalize Page

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.

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

User ID Description
DKENNEY Lynn Kenney

Click “OK”

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾

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Save Confirmation

Kira Walsh

The Save was successful.

OK

&Save