

**Reimbursement Requests** are used to reimburse you for out of pocket expenses you incurred when your Union College credit card could not be used. Your credit card approver approves your personal reimbursements; as well as all credit card transactions. A reimbursement request can also be used to pay the college for any portion of a credit card charge that is your personal obligation. These amounts should be limited and are entered as a negative number. I.e....\$ -10.00. Comments are necessary for all reimbursement requests.

Reimbursed funds are added to your paycheck and negative reimbursements are subtracted from your paycheck.

**To create a reimbursement request in works...please follow steps 1-8**

**1** **Select Expenses....**

Bank of America Merrill Lynch Works®

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Home Expenses Reports

Union College

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	22	Expense Report	<a href="#">Pending</a>
Sign Off	Accountholder	45	Transaction	<a href="#">Pending</a>
Submit For Approval	Accountholder	1	Reimbursement	<a href="#">Draft</a>

3 items Show 10 per page Page: 1 of 1

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TOM (TRAINING) TRAVELER	1120	20,000.00	0.00	20,000.00	0%

1 item Show 10 per page Page: 1 of 1

My Announcements

WELCOME TO THE UI FOR WORKS!  
Please remember...be kind to the Card Program Manager. :)  
Posted by your Program Administrator, Kathleen Heisinger, on June 18, 2014.

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**2** Select.....Reimbursements

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Home Expenses Reports

Expenses > Reimbursements > Accountholder

Union College

**3** Select....Create Reimbursement

**DRAFT:** Reimbursement request created but not submitted  
**SIGNED OFF:** Reimbursements signed off and submitted for payment  
**FLAGGED:** Reimbursements that are flagged by approver or accounting which need additional action by you  
**ALL:** All of your reimbursements for the last seven years  
**>>:** Filter button to narrow view or search

4

**Fill in the Reimbursement information for all of your cash expenses and/or mileage request.**

Your name and Union ID # will automatically fill in.  
  
**Proxy** reconcilers can use this symbol to select names of others to reimburse.

The screenshot shows the 'Create Reimbursement' form with the following fields and callouts:

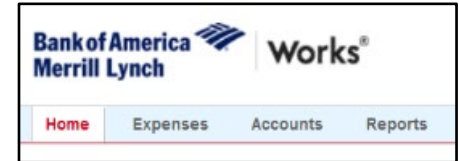
- Reference:** A text input field with a callout: "Reference: Invoice number, type of reimbursement, receipt number, or any title of your choosing."
- \* Date Purchased:** A date picker field with a callout: "DATE PURCHASED: Date of expense."
- Vendor:** A text input field with a callout: "VENDOR: Name of Vendor or when submitting for mileage, use 'My Car'".
- Amount:** A text input field showing "0.00".
- \* Reimbursee:** A dropdown menu showing "Pam (Training) Purchaser" with a search icon. Callout: "Your name and Union ID # will automatically fill in. Proxy reconcilers can use this symbol to select names of others to reimburse."
- Payee Name:** A text input field showing "(Training) Purchaser, Pam".
- Payee ID:** A text input field showing "3456789".
- Allocation Table:** A table with columns: Comp|Val|Auth, Description, Category, Note, Amount, GL01: Account Code, GL02: Object Code. A single row is visible with "10820" in the GL01 column. Callout: "Fill in Descriptions, amount, Account, and Object code."
- Buttons:** "Remove", "Add", "Clear GL". Callout: "Add additional lines as needed. You can use one line per object code or type of expense."
- Comments:** A text area for notes. Callout: "COMMENTS: Add your comment to describe the expense. Comments added here are interfaced into your IFAS reports."
- Save Button:** A "Save" button circled in red with a large red 'X' over it. Callout: "Mileage Reimbursements: Please see page 8."

5

Select **SAVE**....A document number will then be assigned to your reimbursement. This document number will begin with "PER"

**6 AFTER YOU HAVE SAVED THE REIMBURSMENT:**

Go to the **HOME** page to find your reimbursement pending. The reimbursement request you created will be in Draft ready for further actions...i.e. attaching receipts, adding the reimbursement to an expense report, printing when needed, and for signing off. It now has a document number starting with PER and is ready for the final steps of completion.



Reimbursements - Accountholder

>> Draft Signed Off Flagged All

	Date Purchased	Document	Uploaded Receipts	Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report	Flagged	Sign Off
<input checked="" type="checkbox"/>	01/01/2015	PER00001375	No	201.75	my car	10825	8565			none

1 Selected | 1 item

Do not use

Show 10 per page

Mass Allocate Add to Expense Report ~~Print~~ Delete Print Sign Off

If using this function, see instructions for **Expense Folders**.

**Faculty:** Travel expenses funded by the Dean's office need to be put into and Expense Report Labeled "Fiscal Year Deans Travel". Please refer to the Dean's instructions included with the approval letter you received.

**7**

**ADD A RECEIPT IMAGE TO YOUR REIMBURSMENT**

All reimbursements require an itemized receipt

or

**PRINT A SUMMARY SHEET TO BE MAILED**

If attaching images-See 7a

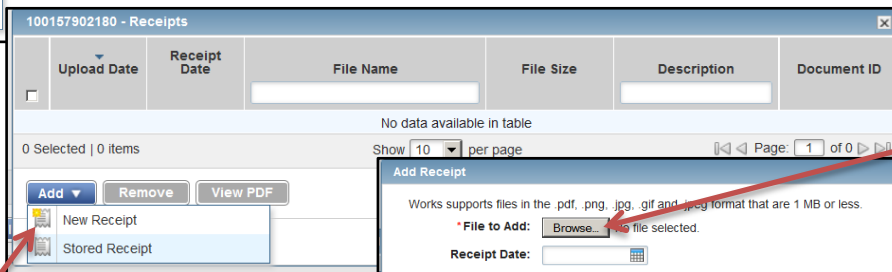
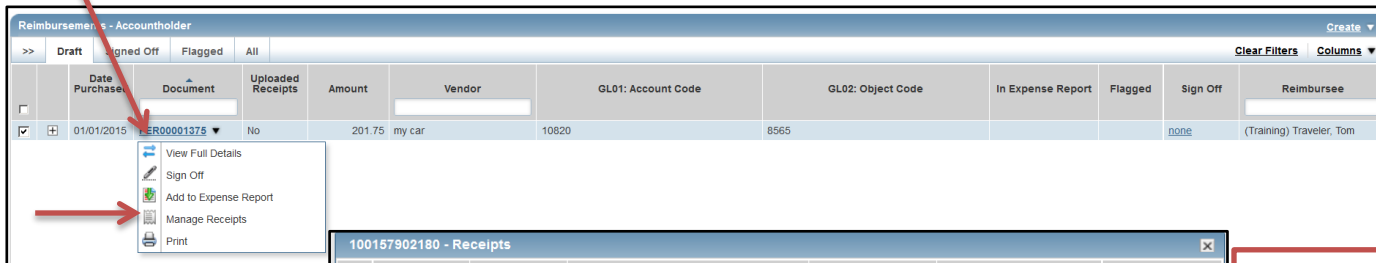
If printing a summary sheet-See 7b

7a

**ADDING A SCANNED IMAGE:**

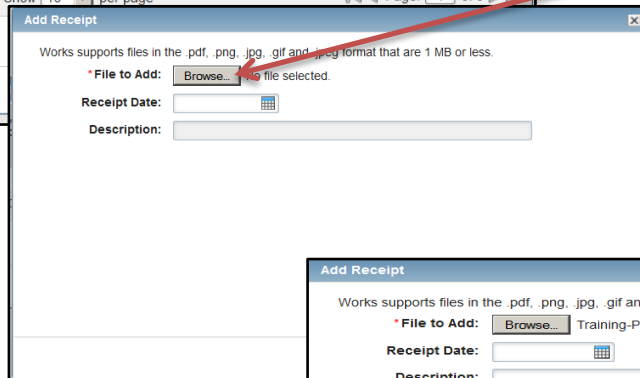
Select the document number and drill down to "Manage Receipts"

**Please note:** Works supports image files in the following formats  
.pdf .png .jpg .gif .jpeg  
Must be 1MB or less

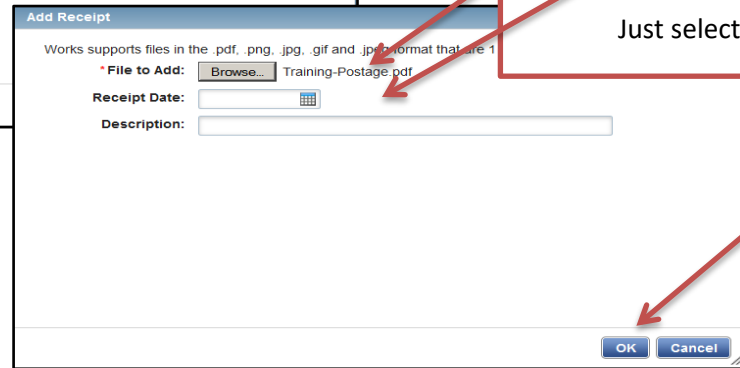


Select **New** receipt for desktop receipts.

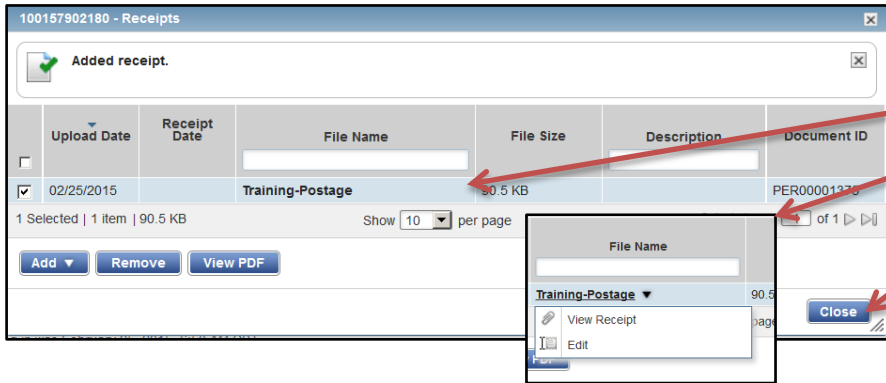
Select **Browse** to find the receipt in your files.



Once you have added your receipt, you will see the name of the file attached.  
\*\*\*You do not need to add a date or description.



Just select **OK**.



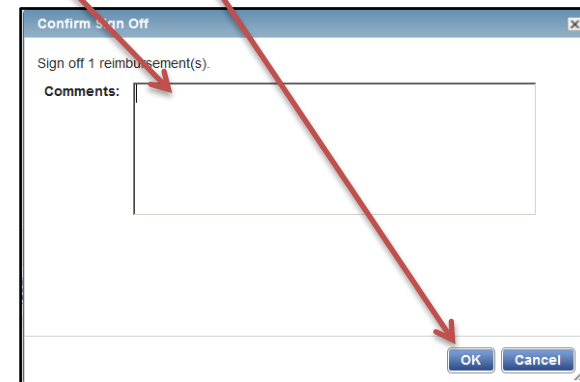
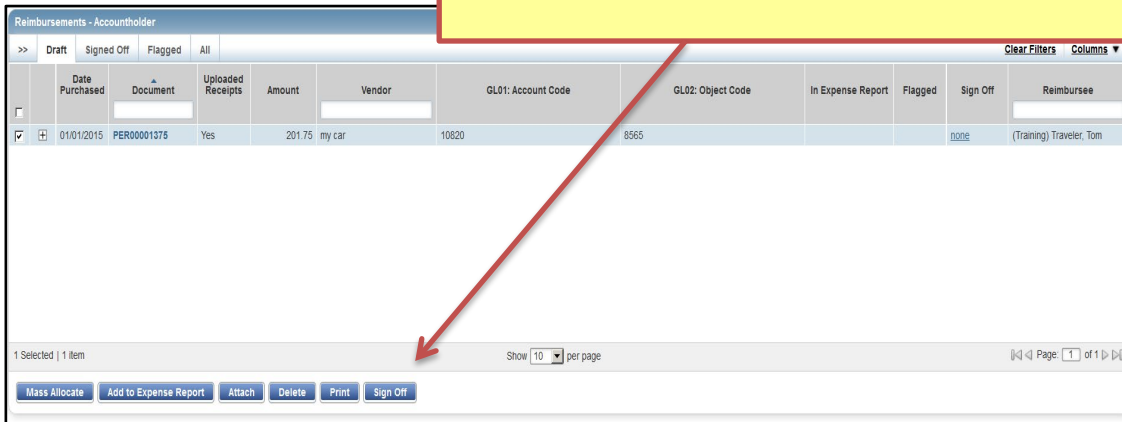
You will now see the file name of the image you have attached.  
To view the receipt for accuracy and image quality, select the drop down arrow and view.  
Once completed, select **Close**

Your column **Uploaded Receipts** will now read **Yes**

Reimbursements - Accountholder									
<span>&gt;&gt;</span> Draft Signed Off Flagged All									
	Date Purchased	Document	Uploaded Receipts	Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report	
<input checked="" type="checkbox"/>	01/01/2015	PER00001375	Yes	201.75	my car	10820	8565		

8

Once you have uploaded receipts you can sign off on the reimbursement. A comment box will appear for additional comments. You can add another comment or if no additional comment is needed, select OK. Your reimbursement will move from Draft to **Signed Off**.



**MILEAGE REIMBURSEMENT:**

- ❖ Complete top part of the reimbursement request as instructed above
- ❖ Select **category** to find "Transportation-Personal Car Use"
- ❖ Fill in number of miles in the **Note** field
- ❖ Fill in your account code and object code
- ❖ Add additional lines for tolls and parking as needed.
- ❖ Enter destination city in your comments. As per I.R.S. regulations, mileage is paid round trip from Union College, 807 Union St, to your destination or you can use your home address, whichever is shorter
- ❖ Select **SAVE**
- ❖ Continue from Step 6.

The screenshot shows the 'Create Reimbursement' form in the Bank of America Works system. The form includes fields for Reference, Date Purchased, Vendor, Amount, Reimbursee, Payee Name, and Payee ID. Below these is an 'Allocation' table with columns for Description, Category, Note, Amount, GL01: Account Code, and GL02: Object Code. A dropdown menu for 'Category' is open, showing 'Transportation-Personal Car Use' selected. Annotations include: 'Add comment: include destination and purpose.' pointing to the comments field; 'Add lines as needed for parking and tolls.' pointing to the 'Add' button; 'Enter # of miles driven: Works will do the math to calculate your reimbursement based on the current mileage rate of the college.' pointing to the 'Note' field; and a red 'X' over the 'Submit' button with a 'Save' button circled in red.

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Home | Expenses | Reports

Expenses > Reimbursements > Create Reimbursement Union College

**Create Reimbursement**

Reference: Trip for Bank Conference  
 \* Date Purchased: 01/02/2015  
 Vendor: My Car  
 Amount: 0.00

\* Reimbursee: Tom (Training) Traveler  
 Payee Name: (Training) Traveler, Tom  
 Payee ID: 0123456

Allocation Total: 0.00

Comp Val Auth	Description	Category	Note	Amount	GL01: Account Code	GL02: Object Code
	Mileage to NYC for Bank conference	Transportation-Personal Car Use	*Mileage (x0.505)		10820	

0 Selected | 1 Item

Remove | Add | Clear GL

Comments: RT Mileage to NYC for Bank conference. Mapquest attached.

**Add comment: include destination and purpose.**

**Add lines as needed for parking and tolls.**

**Enter # of miles driven: Works will do the math to calculate your reimbursement based on the current mileage rate of the college.**

Save ~~Submit~~ Save

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**STEPS FOR RECONCILING CREDIT CARD TRANSACTIONS**

- ❖ PAY WITH CREDIT CARD
- ❖ OBTAIN RECEIPT
- ❖ SCAN RECEIPT
- ❖ STORE RECEIPT IN WORKS OR ON YOUR DESKTOP
  
- ❖ AFTER YOU RECEIVE THE WORKS E-MAIL, LOG INTO...<https://payment2.works.com/works>
  - ❖ CHECK ALLOCATION (ACCOUNT & OBJECT CODE)
  - ❖ MAKE ANY CHANGES AND ADDITIONS TO THE ALLOCATION
  - ❖ ADD COMMENTS
  - ❖ BUNDLE INTO AN EXPENSE REPORT (IF DESIRED)
  - ❖ ATTACH SCANNED RECEIPT TO THE DOCUMENT NUMBER. (FROM WORKS OR YOUR DESKTOP)
  - ❖ SIGN OFF ON THE TRANSACTION

**STEPS FOR RECONCILING PERSONAL REIMBURSEMENTS**

- ❖ CREATE AND SAVE REIMBURSEMENT REQUEST
- ❖ FIND AND SELECT REIMBURSEMENT CREATED ON THE HOME PAGE AS “DRAFT”
- ❖ CHECK ALLOCATION (ACCOUNT & OBJECT CODE)
- ❖ MAKE ANY CHANGES AND ADDITIONS TO THE ALLOCATION
- ❖ ADD COMMENTS IF NONE ARE PRESENT
- ❖ BUNDLE INTO AN EXPENSE REPORT (IF DESIRED)
- ❖ ATTACH SCANNED RECEIPT OR MAPQUEST TO THE DOCUMENT NUMBER. (FROM WORKS OR YOUR DESKTOP)
- ❖ SIGN OFF ON THE REIMBURSEMENT