

# DEPT Instructions/Process for Submitting Expense Reimbursements

**This process is for all employees including PIs, scientists, postdocs, graduate students and staff.**

Before submitting your first expense report you must setup your payment elections and your delegations. You will only need to do this once.

## **Please follow these steps to submit an expense report:**

1. Complete the Physics and Astronomy Employee Business Expense Reimbursement form.
2. Create a single pdf file with all receipts in the order they are listed on the reimbursement form.
3. Add your signature to the form (please leave the form in excel)
4. Send the excel form and single file of pdf receipts to Christine Confer. If Christine is not available send them to Nick Marcello. If you are with the FLASH Group send them to Jenni Oliver.
5. Christine (or Jenni) will review the form and receipts and let you know if any changes are suggested.
6. Christine (or Jenni) will combine the form and receipts into one pdf document and send it to your supervisor for approval. However, a chronologically compiled file would expedite the process.
7. Christine will enter the reimbursement details into the workday expense system on your behalf and will approve the reimbursement on your behalf.

## Notes:

The Physics department has transitioned to electronic expense reimbursement as part of a University-wide implementation of Workday Expenses. Use of the Workday Expenses module will replace the Employee Expense Report form (F3) as of April 1, 2023. Due to this change our department has developed a new internal process for expenses reports.

After reviewing the new workday expense system, testing it out and talking to other departments we determined the system is not user friendly enough to have employees enter their own expense reports. There are many nuances to the system. For accuracy and consistency the department staff will be responsible for entering the approved requests into Workday. Because you and your supervisor will have reviewed and approved the Business Expense Reimbursement Form. There is no need for you to approve again when the reimbursement is entered in workday. This is the reason we have asked everyone to delegate the initiation and approval portion of the expense reports in UR Financials (Workday).

You are able to check the status of an expense report submitted for you. To do this in UR Financials (Workday), type "My Expense Reports" in the search bar.

Please see the department website for forms and more information  
<https://www.pas.rochester.edu/about/department-links.html>