


2011 Employee Reimbursement Procedure

Please perform the following steps to have your mileage and expense reimbursements processed by Financial Services. PLEASE READ this guide completely before performing. Thank you.

Print and complete the document(s) below and get proper supervisor’s signatures. Forms are available at Business and Financial Services website – <http://cms.grcc.edu/business-and-financial-services/employee-professional-development-reimbursement>

 **EMPLOYEE REIMBURSEMENT REQUEST**

Name _____
Address _____


Circle Purpose of this request: Conference Miscellaneous Expense Faculty C-3 Advance
Name: _____ Date: _____ Location: _____
Acct. #9322-11-0000-000-00

Date	Description	Name and/or Business Relationship	Amount	Account Number

Sub Total _____
Less Cash Advance _____
Total Owed to You _____

I certify that this is a true report of my expenses. **ATTACH ALL ORIGINAL RECEIPTS**
Employee Signature _____ Date _____

I approve of the reimbursement of these expenditures
Supervisor’s Signature _____ Date _____

 **EMPLOYEE MILEAGE REIMBURSEMENT REQUEST**

Name _____
Address _____

RATE PER MILE _____ **AMOUNT TO BE PAID** _____ **ACCOUNT NUMBER** _____

Date	From			Miles	*	To			Miles
	Beginning Odometer	Ending Odometer	Date			Beginning Odometer	Ending Odometer	Date	

NOTE: Mileage Reimbursement Requests should be submitted within 60 days after the earliest date of travel listed above. Requests must be submitted within six months.
* Allowable Mileage Sheet may be used.

I hereby certify that the above is a true report of the use of my personal automobile in the performance of my duties as an employee of the Grand Rapids Community College, and that I have liability and property damage insurance on this vehicle in accordance with current Michigan statutes.
Employee Signature _____ Date _____
Supervisor’s Signature _____ Date _____

After you receive the signed form back from your supervisor, then organize all of your receipts and make sure they match up to the Employee Reimbursement Request form (if applicable).



Recommended: Scan the Reimbursement Request Forms first so that they will be the first pages of the pdf that you are submitting with your receipts.

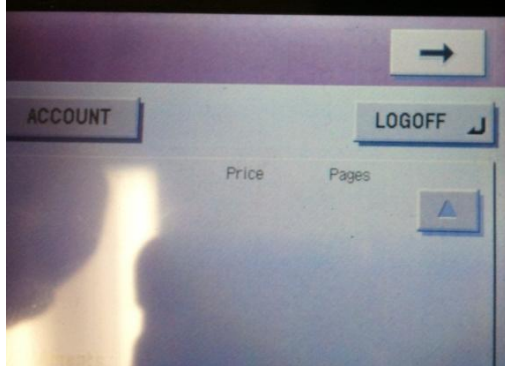
Go to your copier/scanner and login by swiping your Raider Card or use touch screen login.



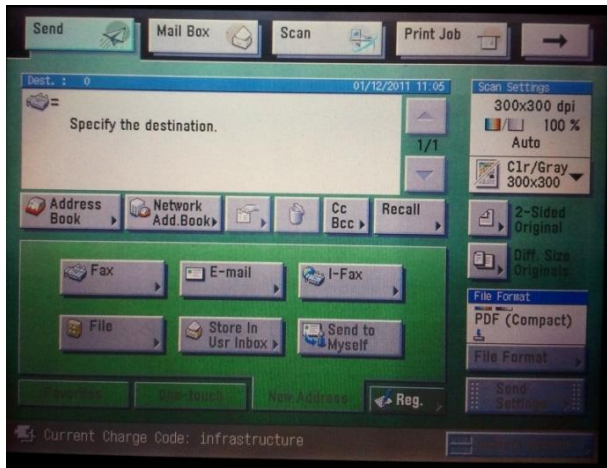
Place forms or receipts on flatbed of scanner. Make sure to place them in correct portrait or landscape setting.



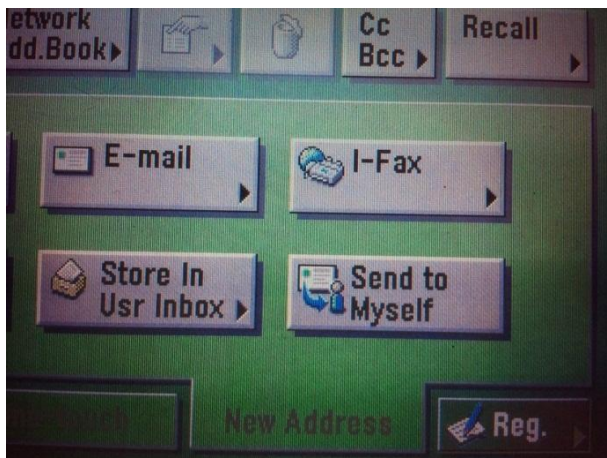
Press right arrow for more options.



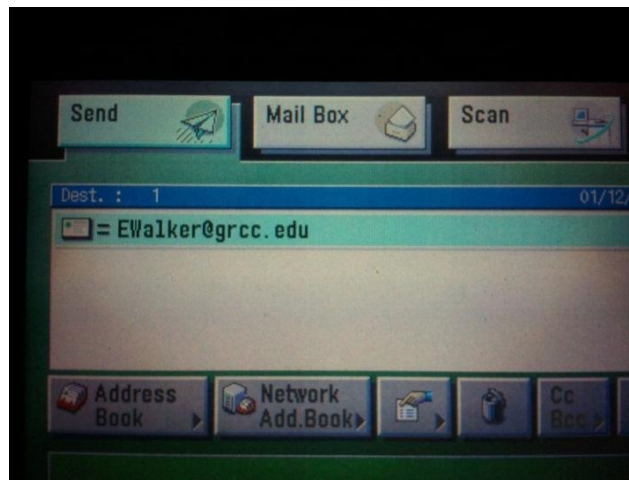
The following screen will appear:



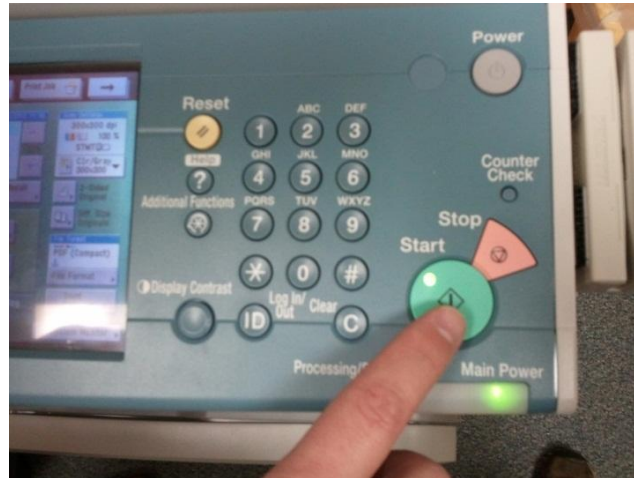
Press "Send To Myself".



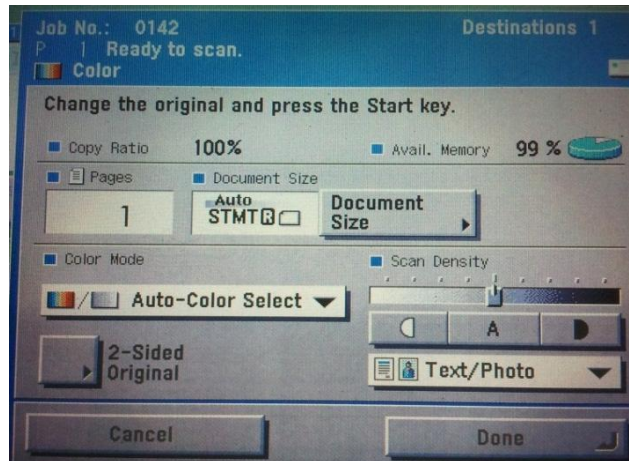
This screen will appear with your email address in the Destination box:



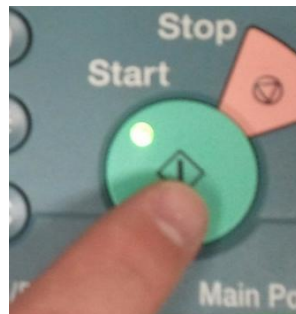
Press the Green Start Button



Once page is scanned, the screen to the right will appear. This allows you to scan additional pages.

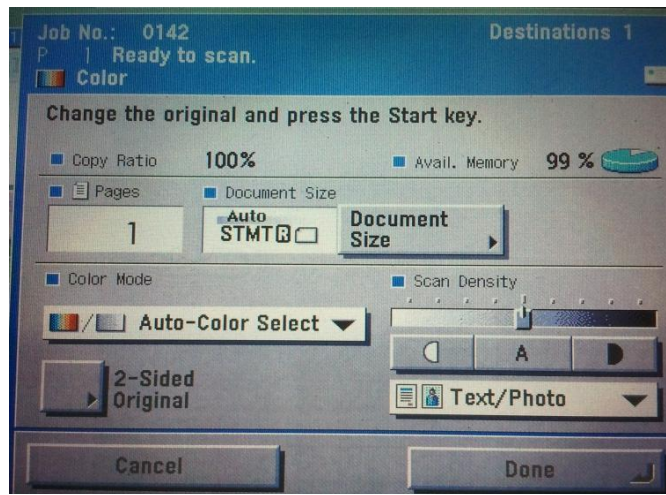


Remove Receipts from Flatbed and place additional receipts or reimbursement form on flatbed. Close lid and Press Green Start Button Again

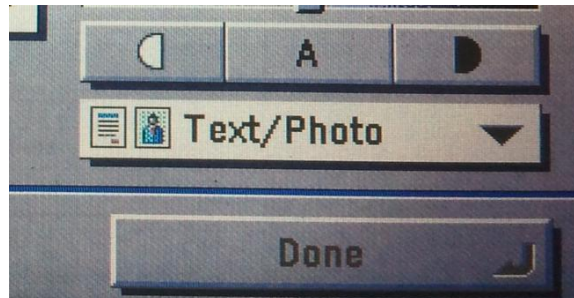


Scanner will scan documents and “ready to scan” will appear again with the “page counter” increased by one.

Repeat these last two steps until ALL pages and receipts have been scanned.

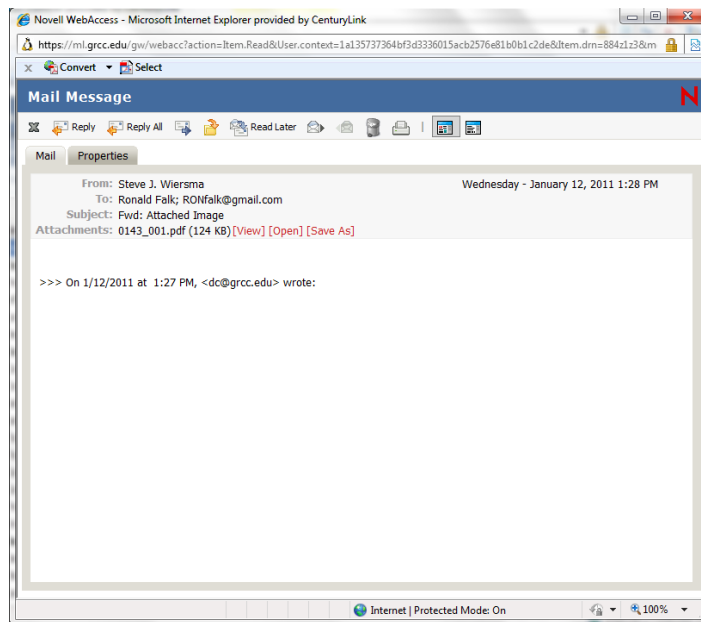


When all documents have been scanned press DONE



Take all of your receipts and forms, go back to your computer and login to Groupwise. In your inbox, you should see an email from PRINTER_NAME-LOCATION@grcc.edu

The PDF filename attached to the email should be the same as the Job number at the top of the scanner screen.



To preview the PDF file (adobe acrobat pdf file) **open** the attachment. This will open the document in Adobe Reader.

IMPORTANT: Make sure that EVERY Receipt matches to receipts you have on your reimbursement form and that each receipt is able to be **read clearly**. Also, you must include all authorized reimbursement forms within this PDF file.

RECOMMENDED: When scanning documents, we encourage you to scan the signed reimbursement forms first before scanning receipts. This will greatly reduce the processing time by the financial services office of your reimbursement request.

FINAL STEPS:

Once you have reviewed the PDF File, save it to your computer. Note the name of the file AND where the pdf file is located.

In GroupWise send a new email to: REIMBURSEMENT@GRCC.EDU

or

FACULTYREIMBURSEMENT@GRCC.EDU – Use this address only if you are a faculty member seeking reimbursement for professional development in accordance with the Faculty Association and Board of Trustees Collective Bargaining Agreement.

In the Subject type: **Reimbursement - Last Name, First Name** (your last and first name)

Note: It is important that you put the word “reimbursement” at the beginning of the subject of the email. This will allow the request to be automatically routed to processing.

Make sure to ATTACH the pdf file that you downloaded previously to this email. **Press Send.**

NOTE: While you will no longer be required to submit your documentation via inter-office mail, it is highly recommended that you keep all receipts and forms until you have been reimbursed for them. This gives you a backup in case the documentation cannot be read by the financial services staff or there are other questions.