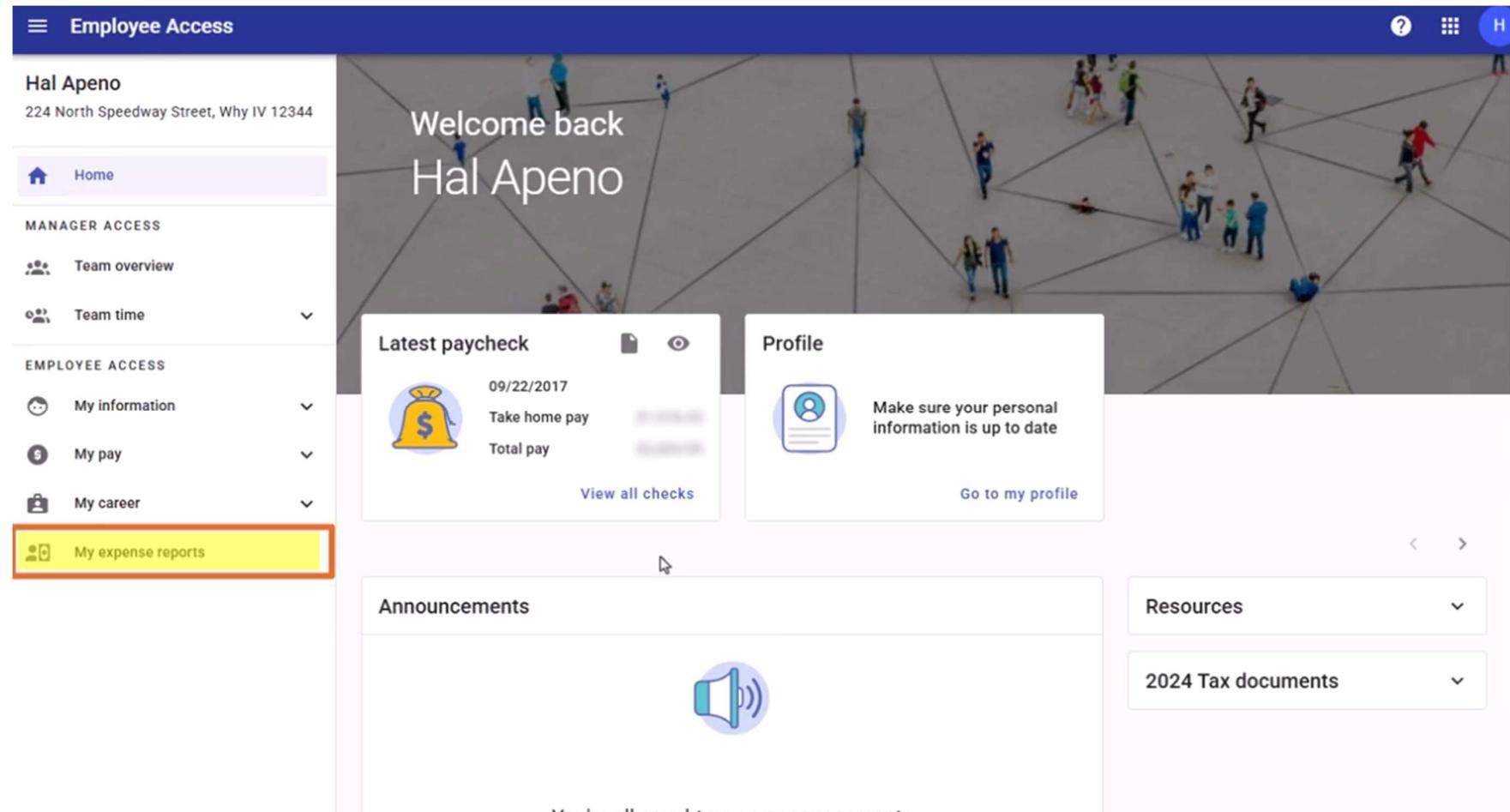


Expense Reimbursement Process – NEW METHOD done via employee access as of January 2026

From the Employee Access homepage, you'll notice a My Expense Reports option available from the menu.

- Select **My Expense Reports** to open the My Expense Reports page.
- You'll notice the word Claim displays throughout the system. For example, the My Claims header, Claim Numbers under this header, and the Add Claim button. So, when you encounter the word claim, it's synonymous with expense reimbursement requests.



The screenshot shows the Employee Access homepage. The top navigation bar is blue with the text "Employee Access" and icons for help, grid, and user. The main content area has a background image of people in a networked space. On the left, a sidebar menu is visible with sections for Manager Access (Team overview, Team time) and Employee Access (My information, My pay, My career). The "My expense reports" option is highlighted with a yellow box. The main content area features a "Welcome back Hal Apeno" message, a "Latest paycheck" summary (09/22/2017, Take home pay, Total pay), a "Profile" section (with a "Go to my profile" link), an "Announcements" section (with a speaker icon), and a "Resources" section (2024 Tax documents).

Existing expense requests or claims display under the **My Claims header** and include the status, claim number, date, employee, and amount.

The statuses are color coded for easier identification.

Use the icons to edit, copy, or delete a claim.

Not all icons display for all claims.

For example, claims with the status of in progress, Paid, or Void won't have an edit or delete option.

Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

Home

MANAGER ACCESS

Team overview

Team time

EMPLOYEE ACCESS

My information

My pay

My career

My expense reports

My expense reports

What do you want to do? Search by claim number, next approver or employee

Filter

Add claim

My claims

Next Approver: AP In progress

Claim number: 185
03/31/2025
Employee: Abbott, Peter Jaybird

\$108.00

Next Approver: Orig Open

Claim number: 183
03/06/2025
Employee: Abbott, Peter Jaybird

\$0.00

Next Approver: Orig Open

Claim number: 182
03/05/2025
Employee: Abbott, Peter Jaybird

Select a claim to review.



Click to select this **expense claim arrow** to view additional claim details, per unit expenses, and attachments associated with the claim like receipts.

Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

Home

MANAGER ACCESS

Team overview

Team time

EMPLOYEE ACCESS

My information

My pay

My career

My expense reports

My expense reports

Add claim

What do you want to do? Search by claim number, next approver or employee Filter

My claims

Claim 185 details

Next Approver: AP In progress

Claim number: 185
03/31/2025
Employee: Abbott, Peter Jaybird

\$108.00

Next Approver: Orig Open

Claim number: 183
03/06/2025
Employee: Abbott, Peter Jaybird

\$0.00

Next Approver: Orig Open

Claim number: 182
03/05/2025
Employee: Abbott, Peter Jaybird

\$0.00

Claim Details

Claim type: Expense Reimbursement
Expense Date: 03/31/2025
Employee: Abbott, Peter Jaybird

Activity Description: Travel
Notes: Travel Expense...
PCard: No

PCard Vendor: n/a
Pre-Approval: No
Department: Business and Finance Services

Per unit expenses: \$108.00

Attachments

Use the “**What do you want to do?**” search field to help locate claims.

- Search for specific claim numbers, approvers, employees, and more.

Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

Home

MANAGER ACCESS

Team overview

Team time

EMPLOYEE ACCESS

My information

My pay

My career

My expense reports

My expense reports

Search by claim number, next approver or employee

182

Filter

My claims

Next Approver: Orig

Claim number 182
03/05/2025
Employee: Abbott, Peter Jaybird

Open

\$0.00



Select a claim to review.

In addition, use the **filter** button to display a series of filters for even further flexibility with locating claims.

- Filter claims by status, pre-approval, or date.

Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

Home

MANAGER ACCESS

Team overview

Team time

EMPLOYEE ACCESS

My information

My pay

My career

My expense reports

My expense reports

What do you want to do? Search by claim number, next approver or employee

Filter

Filters

0 filters applied Reset all

Status Clear

Pre-Approval Clear

Date Clear

My claims

Next Approver: AP In progress

Claim number: 185
03/31/2025 >
Employee: Abbott, Peter Jaybird

 \$108.00

Next Approver: Orig Open

Claim number: 183
03/06/2025 >
Employee: Abbott, Peter Jaybird

   \$0.00

Next Approver: Orig Open

Claim number: 182
03/05/2025 >
Employee: Abbott

   \$0.00

Select a claim to review.



Click **add claim** to display the add claim window.

Click the **claim template drop down**, select expense reimbursement, and then click next.

The screenshot shows the 'Employee Access' interface. On the left, a sidebar lists 'Employee Access' and 'Manager Access' sections. The 'My expense reports' section is selected. The main area displays 'My expense reports' with a search bar and a 'Filter' button. A yellow oval highlights the 'Add claim' button in the top right corner of the main area. A modal window titled 'Add claim' is open in the center. It contains a message 'Let's start with defining your claim type.' with an icon of a document. A dropdown menu labeled 'Claim Template' is open, with an orange circle highlighting the dropdown arrow. The modal has 'Cancel' and 'Next' buttons at the bottom. The background shows a blurred view of the expense report list.

Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

Home

MANAGER ACCESS

Team overview

Team time

EMPLOYEE ACCESS

My information

My pay

My career

My expense reports

My expense reports

What do you want to do? Search by claim number, next approver or employee Filter

Add claim

My claims

Next Approver

Claim number: 03/31/2025
Employee: Abbott, Peter Jaybird

Claim number: 03/06/2025
Employee: Abbott, Peter Jaybird

Claim Template

Cancel Next

Select a claim to review.

Next Approver: Orig Open

Claim number: 182
03/05/2025
Employee: Abbott, Peter Jaybird

The **claim steps display** at the top so you easily know where you are and what's left to do. You start with claim details, then per unit, attachments, and then review.

Complete all claim details as appropriate.

Required fields have a red asterisk.

If you process claims for others, you'll see their names as options in the employee drop down. Otherwise, only your name displays as an option.

With the claim details entered, click next to advance to the per unit step.

Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

Home

MANAGER ACCESS

Team overview

Team time

EMPLOYEE ACCESS

My information

My pay

My career

My expense reports

New expense claim

Claim details

2 Per unit

3 Attachments

4 Review

Claim Details

* Expense date
03/31/2025

* Employee
Abbott, Peter Jaybird

* Department
Business and Finance Services

* Activity Description
Travel

Notes
Travel Expense...

Pre-Approval

PCard

PCard Vendor

Save for later

Next

This is where you add the type of expense.

Click add unit expense and then complete the expense details.

Click Add Unit Expense to add additional expenses to this record, like a meal expense, for example.

With the per unit information entered, click Next to advance to the Attachments step.

← New expense claim

Claim details Per unit 3 Attachments 4 Review

Per Unit

*Unit Type
2026 CONF MILE

Unit count
56 Cost per unit
\$ 0.72 Expense Total
= \$40.60

Description
2026 CONF MILE

Expense Total
= \$40.60

*Account
10.00.2520.0104.0.333 - FISCAL SERVICES MILEAGE

Grant Project

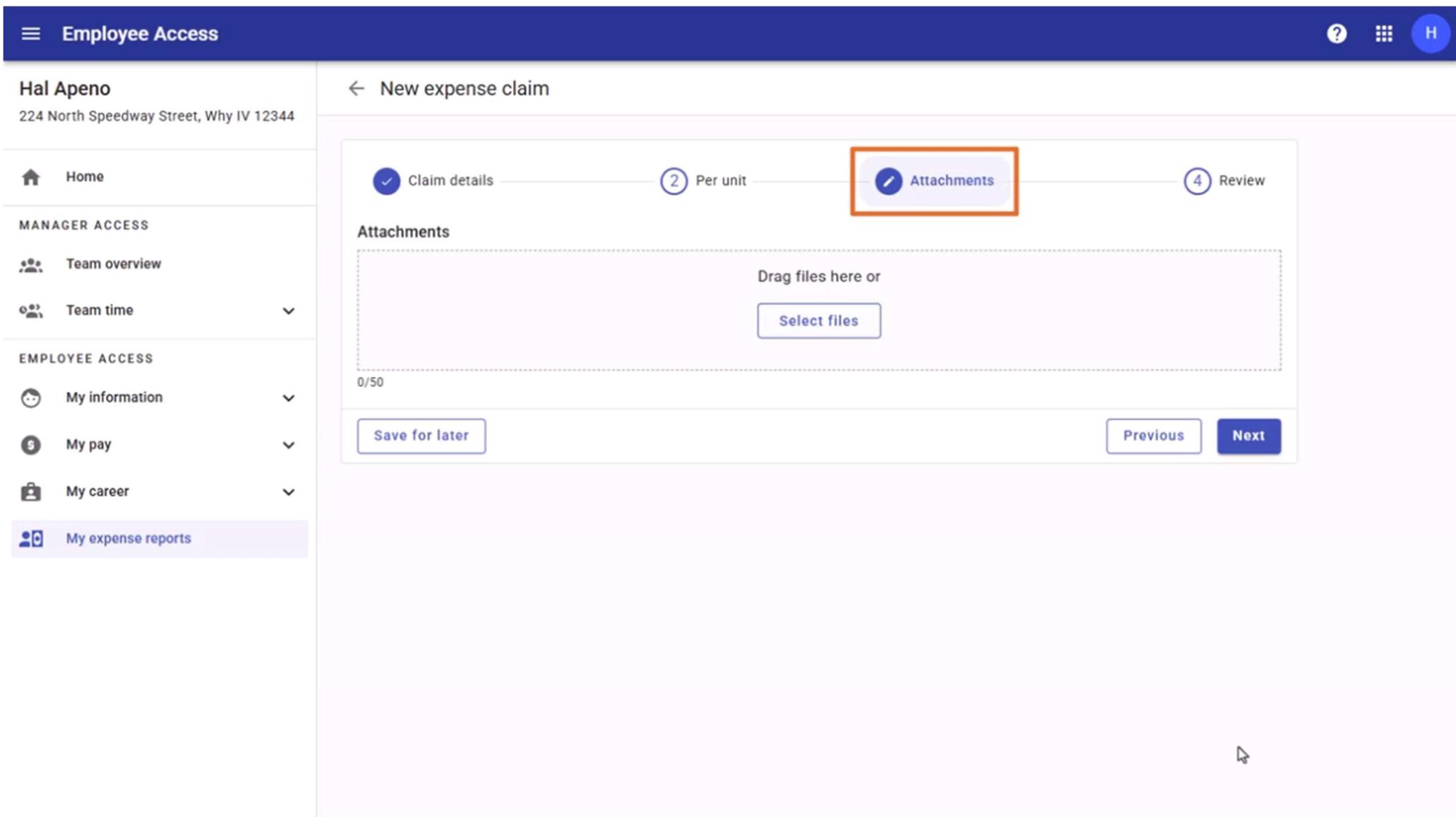
Total unit expenses \$40.60

+ Add unit expense

Save for later Previous Next

Include any attachments here as appropriate.

Click next to advance to the review step.



Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

Home

MANAGER ACCESS

Team overview

Team time

EMPLOYEE ACCESS

My information

My pay

My career

My expense reports

← New expense claim

1 Claim details 2 Per unit 3 Attachments 4 Review

Attachments

Drag files here or

Select files

0/50

Save for later Previous Next

Now review all the claim details, including per unit expenses and attachments.

If desired, use the previous button to return to the previous steps and make changes.

At any time prior to submission, you can click **save for later** to save your progress in case you want to come back later to complete the expense claim.

If everything looks good, click **submit**.

The screenshot shows the 'New expense claim' review step. The left sidebar shows 'Employee Access' for 'Hal Apeno' at '224 North Speedway Street, Why IV 12344'. The main area shows the review steps: 'Claim details' (checked), 'Per unit', 'Attachments', and 'Review' (highlighted). The 'Review' section contains 'Claim Details' (Expense Reimbursement for 03/31/2025, Employee Abbott, Peter Jaybird, Activity Description Travel, Notes Travel Expense..., PCard No, PCard Vendor n/a, Pre-Approval No, Department Business and Finance Services), 'Per unit expenses \$108.00', and 'Attachments'. A total claim amount of \$108.00 is shown. Buttons at the bottom are 'Save for later', 'Previous', and 'Submit' (highlighted with a cursor).

Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

Home

MANAGER ACCESS

Team overview

Team time

EMPLOYEE ACCESS

My information

My pay

My career

My expense reports

← New expense claim

1 Claim details 2 Per unit 3 Attachments 4 Review

Review

Claim Details

Claim type Expense Reimbursement	Expense Date 03/31/2025	Employee Abbott, Peter Jaybird	Activity Description Travel
Notes Travel Expense...	PCard No	PCard Vendor n/a	Pre-Approval No
Department Business and Finance Services			

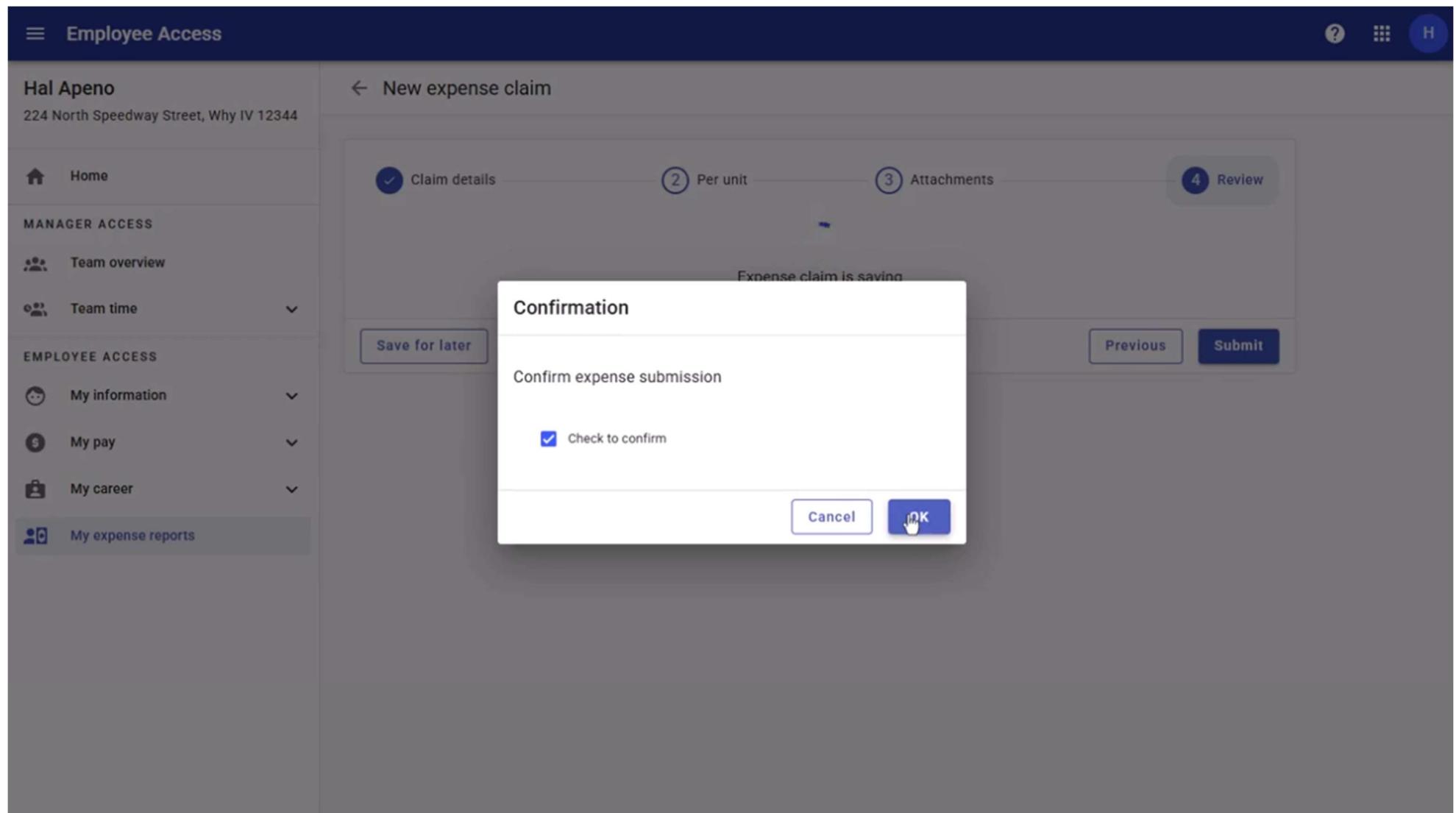
Per unit expenses \$108.00

Attachments

Total claim amount \$108.00

Save for later Previous Submit

Mark **check to confirm** and then click **Okay** to submit the claim into the approval queue.



The new expense claim now displays and shows a status of In Progress.

Employee Access

Hal Apeno
224 North Speedway Street, Why IV 12344

[Home](#)

MANAGER ACCESS

[Team overview](#)

[Team time](#)

EMPLOYEE ACCESS

[My information](#)

[My pay](#)

[My career](#)

[My expense reports](#)

My expense reports

What do you want to do? [Filter](#)

My claims

Next Approver: AP In progress

Claim number: 186
03/31/2025 [>](#)
Employee: Abbott, Peter Jaybird

\$108.00

Next Approver: AP In progress

Claim number: 185
03/31/2025 [>](#)
Employee: Abbott, Peter Jaybird

\$108.00

Next Approver: Orig Open

Claim number: 183
03/06/2025 [>](#)
Employee: Abbott, Peter Jaybird



Select a claim to review.