

# Processing Employee Reimbursement Requests

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## Overview

The purpose of this document is to describe and lay out the specific steps for requesting and processing an employee Reimbursement Request (RR). This covers all expenses that were formerly submitted using a corporate expense envelope and routed from office to office for signature. It includes expenses for business, training, and safety apparel. Use this procedure to declare all expenses whether or not a refund is due the requestor such as when using a corporate credit card.

Business expenses would include any type of expense related to a business need including related travel expenses. Training expenses would likewise include any type of expense related to a training need within the company including travel expenses to offsite training seminars and conferences. If there is an amount due the employee for either business or training, it will be refunded in the form of a check.

Safety apparel includes safety shoes and safety glasses for which the employee has paid the full cost of the item in advance and is seeking reimbursement of the company shared portion according to established policy. This approved reimbursement comes to the requestor in the form of a payroll adjustment to earnings. Safety apparel purchases where IPSC is directly billed by the vendor for the full amount are handled via a payroll deduction of the employee's portion and not a part of this procedure.

**Prerequisite:** The person submitting the RR will need to convert any receipts or supporting documentation into a PDF or JPG format. There are various methods available to do this including most of the central area copy machines which have an email PDF option for the output. You can also just take a picture of the receipt with your phone and share the JPG file to yourself and attach it to the RR.

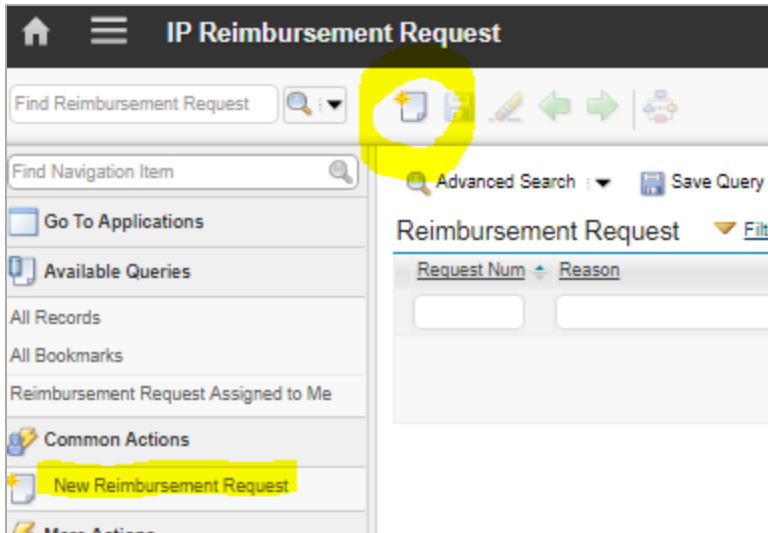
## Creating an Employee Reimbursement Request

The user will find the IP Reimbursement Request application in Maximo under the Home menu under option "Work Orders". Launch this application to take you to the standard Maximo List view found everywhere in Maximo. If you want to locate existing records within your permissions from here you may enter any values on the List view row and press Enter to filter the results.

### Business or Training Reimbursement (refund check)

To create a new request, follow these steps:

1. Click on the "New" icon at the left end of the top toolbar or click on the "New Reimbursement Request" option displayed in the left side bar. The request will be created with a number assigned and default user information already populated.



2. Click on the mini calendar under "Expense Start Date" and select the first date of the range that the expenses occurred in. Click on the mini calendar under "Expense End Date" and select the last date of the range that the expenses occurred in.
3. Click on the spy glass under "Expenses Type" and choose the appropriate type of reimbursement, either "Business Related" or "Training Related" only. See next section for "Safety Apparel".
4. In the field provided enter your employee "Cost Center" if you know it. Otherwise leave it blank and Accounting will provide it. In the "Reason" field enter a brief description of what the reimbursement is related to such as "EPRI Conference in St. Louis".

5. Populate the details about the RR in the "Request Lines" section of the screen. Click on "New Row" to enter the first line. There are only two fields that are required and show with a gold star by the field name. The intent of the application is to gather all the various expenses that occur on one date in one row and then add subsequent lines for each additional date. Expenses spanning several days but on a single receipt, e.g. hotel or airport parking, can be added to the

last line. If you have any explanatory remarks for the approver or Accounting about an entry on this line, use the Remarks field provided.

The screenshot shows a web-based form titled "Request Lines". At the top, there are navigation icons and a status indicator "1 - 1 of 1". Below this is a header row with columns: "Line Number", "Expense Date", "Location or Description", "Line Total", and "Out Of Pocket". The main form area is divided into several sections:

- Line Number:** A text input field containing "0".
- Expense Date:** A date picker field.
- Location or Description:** A large text area for describing the expense, highlighted with a red box.
- Expense Date:** A date picker field, also highlighted with a red box.
- Codes:** Three separate "Code:" labels followed by search-enabled text input fields.
- Miles:** A text input field with "0.00".
- Mileage Rate:** A text input field with "0.55".
- Meal Categories:** Fields for "Breakfast:", "Lunch:", and "Dinner:", each with a search-enabled text input field.
- Mileage Allowance:** A text input field with "0.00".
- Remarks for This Line Number:** A text area for providing explanatory remarks, highlighted with a red box.

At the bottom of the form, there is a "Cost Breakdown" section and a red "Note on Meals" which states: "It is expected that employees provide receipts to support all meals and should be for reasonable expenses. In the event you do not have a receipt the maximum amount to enter is \$10 breakfast, \$20 lunch".

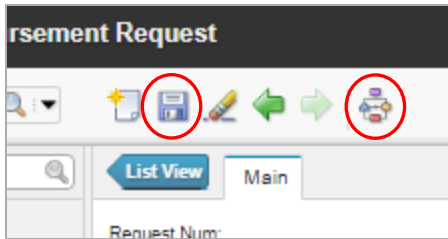
6. Enter all types of expenses that were incurred on the "Expense Date" you have entered. You can put all meals, lodging, fees, etc., on this one screen and then select the appropriate code that corresponds to the expense whether "Out of Pocket", "IPSC Visa", or "IPSC Co. Charges" like in the case of prepaid airline tickets. Generally airline tickets are not reported since they are expensed before traveling.

7. Click on the Attachments icon > Add New Attachments > Add New File and then browse to select and attach supporting PDF or JPG receipts, statements, etc. Accounting will view these to reconcile the charges. Attach the supporting documentation relative to each line on that line. You will know if the attachment was successful if the word "Attachments" right above the icon is underlined and the icon will take on a gold color. Attaching a file executes a "Save" action on the request.

**Note:** If you were given a Cash Advance prior to travel, enter the amount of the prepayment in the "Cash Advanced:" field in the Costs summary area of the screen. If you have unspent money remaining, a refund check should be taken to Sheila Cross in Accounting for processing. The RR will not route past Accounting until the check has been received.

**Note:** The bottom right field "Total Amount Employee Paid" is disabled when the expense is business or training related and is used only for safety apparel reimbursements.

8. When all Request Lines are complete for all expenses, click on the "Save" icon on the top toolbar and then click on the "Route Workflow" icon to send the RR through the approval process with stops at Accounting for reconciliation before Department Head and Plant Manager approval.



- Accounting will process a Maximo Invoice for payment and associate it to the RR or create a Payroll Adjustment to Earnings Statement and associate it to the RR. Upon approval of the Plant Manager the reimbursement will be processed.

### Safety Apparel Reimbursement (payroll adjustment to earnings)

The process is virtually identical with the above section except these differences:

- In Step #3 above select the option of "Safety Apparel for Payroll Adjustments". This request will be a credit to your payroll earnings.
- In Step #5 above populate the details about the RR in the "Request Lines" section of the screen. Click on "New Row" to enter a new line. Fill in the two required fields and then enter the total amount paid by the employee in the box "Amount Paid by Employee". This will not show in the Line Total field but will populate in the "Payroll Adjustment Summary" group. Once Accounting receives the RR they will determine the company share of the expense and that will be the amount added to your gross earnings on the next paycheck.

### Approving an Employee Reimbursement Request

The Approvers and others involved in the workflow approval of the request have a portlet on their respective Start Centers to allow access to the RRs requiring approval. They are handled in much the same way as all other Maximo workflow assignments in that the approver is expected to review the RR general information and specific details of the Request Lines. Clicking the little triangle at the beginning of any Request Line will expose the full details of that line including the ability to view supporting attachments.

If all is in order, the Approver clicks on the "Route Workflow" icon to move it to the next person in the approval hierarchy which for most people is the First Line Supervisor, Assistant Superintendent, Accounting, Dept Head, and Plant Manager. History of the approval is shown at the bottom of the screen.

A request can be returned to the requestor up until it reaches Accounting. Depending on the job role of the requestor he/she may not have a portlet to view the returned request. If the RR doesn't have any action taken on it after 24 hours an email notification to the requestor's supervisor will be sent advising of which RR needs to be corrected and returned to the workflow. The supervisor can then contact the employee to open the main application, make the corrections, and then resubmit it to the workflow.

After a request has gone beyond Accounting to the Department Head and Plant Manager the RR could have an associated Invoice attached to it. Hence the request can only be returned to Accounting to correct and not the requestor.