## EXPENSE REPORT PROCESS FOR FULL-TIME FACULTY REIMBURSEMENT

Please note that this process is for eligible full-time faculty under Article 27 – Compensation, Paragraph H – Reimbursement for College Required Licensure of the <u>Faculty Collective Bargaining Agreement</u>. Please contact the Human Resources department for any question pertaining to the eligibility requirements.

1) Please go to the following navigation in your MyFSCJ Portal:

My Life @ FSCJ Help Center Employees My Requisitions • My Expenses + My Manager Tasks • My Pay • My Time + My Benefits -My Career + Travel Authorizations Expense Reports User Preferences Create/Modify Cancel Create/Update User For your information, FSCJ's student nber 23. S Template Create/Modify Delete 20-22, in preparation of this upgrade of the site **Delegate Entry Authority** Print Delete accessible. Print Review Expense History View **Review Payments** Review/Edit Profile Spring registration is OPEN. Be sure ng Sched View

Home screen navigation: Employee Tab > My Expenses > Expense Reports > Create/Modify

2) Click the "Add New Value" tab and enter your Empl ID. Once finished click the "Add" button.

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Expense Report									
Find an Existing Value     Add a New Value									
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 Please enter the information outline in highlighted steps 1-6 (Numbers in diagram below correspond to the steps).

Step 1) Business Purpose: Select the "Non-Travel Reimbursement" option from a drop down list

Step 2) Report Description: Type "Faculty License"

Step 3) <u>Date</u>: Enter the date expense was incurred <u>Expense Type</u>: Select Faculty Licensure Reimbursement from the drop down list <u>Description</u>: Type the Name/Title of the License <u>Payment Type</u>: Select Employee Paid from the drop down list <u>Amount</u>: Enter the amount paid for the license.

Step 4) <u>Accounting Details</u>: Enter the Chartfield information displayed if not pre-populated Fund: 01 Org Unit: 1000000 Department: 101269 Account: 6451800

Step 5) Attachments: Please attach a copy of:

- 1. The completed Full-time Faculty Reimbursement for College Required Licensure form
- 2. A reciept and copy of license obtained (reciept must include cost of renewal)
- 3. Additional supporting documentation (if applicable)

Step 6) Summary and Sumbit: Please click the summary and submit link once you have completed the form

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4) Add any relevant notes about your expense. Once finished, click the check box next to the ceritification statement and then select the "Submit Expense Report" button.

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