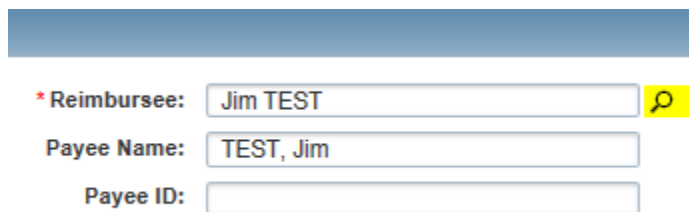


## How to submit a Reimbursement Request for another Volunteer

A Chair or Treasurer with “Proxy Requester” permission in Works can submit a Reimbursement Request on behalf of another volunteer who is already a User in the Works system.

1. The Chair/Treasurer must first request a User Account for the Vol via the request form on MyAFS.
2. The Chair/Treasurer performs the same actions for creating a Reimbursement Request as they would if it were for themselves with one additional step:
3. On the Create Reimbursement screen, they would select the magnifying glass icon in the top right corner to choose the vol they are submitting the request for.



A screenshot of a web form titled "Create Reimbursement". At the top is a blue header bar. Below it are three input fields. The first is labeled "\* Reimbursee:" and contains the text "Jim TEST". To the right of this field is a yellow magnifying glass icon. The second field is labeled "Payee Name:" and contains the text "TEST, Jim". The third field is labeled "Payee ID:" and is currently empty.

4. Clicking the magnifying glass icon will display a list of all users in their team. This is why the vol in question must already have a user account created prior to submitting the request.