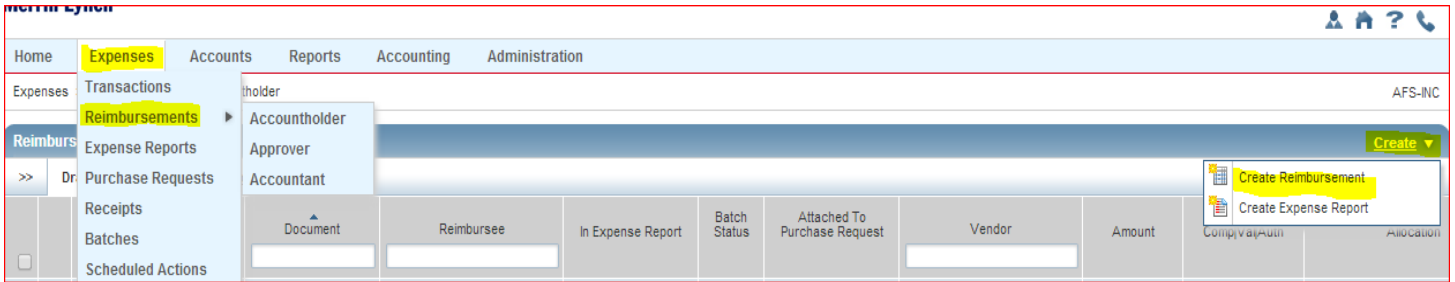
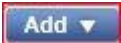

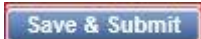


How to Submit Expense Reimbursement Requests through Works

All volunteer Expense reimbursement requests must be made through the Works system. Volunteers will need valid Works log-in credentials, which they can request from their Chair/Treasurer. Once the reimbursement request is approved by the Chair/Treasurer, the item will automatically be processed in NY and a check mailed directly to the Volunteer. Checks will be sent on Friday providing all is approved and received by Field Finance by the close of business the prior Tuesday.

1. Choose EXPENSES>>REIMBURSEMENTS and then click on CREATE>>CREATE REIMBURSEMENT in the upper right corner.



2. Select the Date of the purchase and enter the Vendor name you paid the money to.
3. Enter a short Description... choose correct Category (cash or mileage)
4. Enter amount of cash... note: Several fields are auto populated (change only if necessary)
5. If Mileage, enter "Mileage" as the vendor name and fill in total number of miles driven in the Note field (Amount is auto populated)
6. Enter in the rest of the code string. Add a second line if necessary to charge part of the expense to another code by clicking on the ADD button: 
7. Enter a more detail explanation for the expense in the Comments box. (ie: Where and what the travel was for. Who attended the meal. What the item was for, Etc.)
8. Click the SAVE button:  (not Save & Submit) The Receipts section will then appear.
9. Upload receipt and/or Maps.
10. Click the SAVE & SUBMIT button  when done uploading to Sign Off.

Create Reimbursement

Reference: *Reimbursee:

*Date Purchased: Payee Name:

Vendor: Payee ID:

Amount: 69.75

| Allocation | | | | | | | Total: 69.75 |
|--------------------------|---------------------|----------|---|--------|-----------------|-----|--------------|
| Comp/Val/Auth | Description | Category | Note | Amount | GL01: Fund Type | GL0 | |
| <input type="checkbox"/> | Trip to xys schools | Mileage | * Number of Miles Traveled (x0.45) 155 | 69.75 | U | NA | |

0 Selected | 1 item

Comments

Comments: