

GRCC Employee Reimbursement Procedure

Please perform the following steps to have your mileage, expense reimbursements, and tuition reimbursements processed by Financial Services. **PLEASE READ** this guide completely before performing. Thank you.

Print and fill out the document(s) below and get proper supervisor's signatures. Forms are available at Finance and Administration website at grcc.edu/financeandadministration/employeereimbursementrequestformsandinstructions

Employee Reimbursement Request

Destination: _____ *Employee ID: _____
 Dates of Travel: _____ Name: _____
 Purpose of Travel: _____ Address: _____

See 11.1 Employee Reimbursement Policy
<http://www.grcc.edu/financeandadministration/files/docs/11142015Employee%20Reimbursement.docx>

Date	Description	Amount	Business Purpose	*Account Number/or Faculty Prof. Dev.
Section Total				

Attach All Receipts *If you are requesting mileage as part of this request, input mileage x rate under Description and enter total under Amount*

For Per Diem Meal and Incidental (M&IE) Rates Within the US: FOLLOW THESE STEPS AND COMPLETE THE TABLE BELOW

Click on <http://www.gsa.gov/portal/content/204877>. Enter the State and City of the conference. Locate the M&IE in the last column in the light blue bar, go to 85 under Footnotes and click on the breakdown of M&IE Expenses for breakfast, lunch, dinner and incidentals. Use this chart to enter the daily Per Diem rate listed above. DO NOT include meals provided by the conference or a third party in the M & IE row of the chart below. Limit & Last day of travel calculated at 75% of the total base chart.

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	*Account Number/or Faculty Prof.	Total
Meals paid by:	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast		
Employee	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch			
	<input type="checkbox"/> Dinner	<input type="checkbox"/> Dinner	<input type="checkbox"/> Dinner	<input type="checkbox"/> Dinner	<input type="checkbox"/> Dinner	<input type="checkbox"/> Dinner	<input type="checkbox"/> Dinner			
M & IE ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Do Not Attach Receipts **Grand Total Pay this Amount** _____

I certify that this is a true report of my expenses
 Employee Signature _____ Date _____

I approve of the reimbursement of these expenditures
 Supervisor/Dean's Signature _____ Date _____

Note: After supervisor approves, form can be sent back to employee. Employee is then responsible for submitting form and receipts electronically to Financial Services. See instructions at www.grcc.edu/financeandadministration. *If this information is missing, your request will be returned to you. 7/1/2015

GRCC GRAND RAPIDS COMMUNITY COLLEGE EMPLOYEE MILEAGE REIMBURSEMENT REQUEST

Name _____
 Address _____

Employee ID REQUIRED Rate Per Mile Amount to be Paid *Account Number REQUIRED

Date	Beginning Odometer	Ending Odometer	*Miles	Reason for Travel

Note: Mileage Reimbursement Requests must be submitted within 60 days after the last date of travel listed above. However, in no case will an employee be reimbursed for mileage submitted later than six (6) months after that date. Mileage shall not exceed the mileage from the main campus to your destination.

I hereby certify that the above is a true report of the use of my personal automobile in the performance of my duties as an employee of Grand Rapids Community College, and that I have liability and property insurance on this vehicle in accordance with current Michigan statutes.

Employee Signature _____ Date _____
 Supervisor/Dean's Signature _____ Date _____

After Supervisor/Dean approval, this form can be sent back to the employee. Employee is then responsible for submitting form electronically to the appropriate email folder. See instructions on the Finance & Administration Website @ <http://www.grcc.edu/financeandadministration>.

***If this information is missing, your request will be returned to you.**

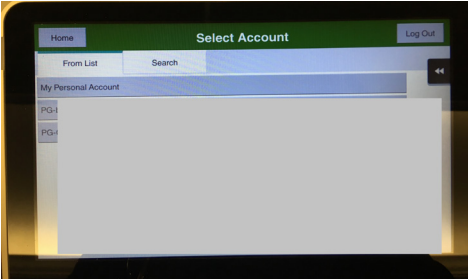
After you receive the signed form back from your supervisor, organize all of your receipts and make sure they match up to the Employee Reimbursement Request form. **Note:** Scan the Reimbursement Request Forms first so that they will be the first pages of the pdf that you are submitting with your receipts.



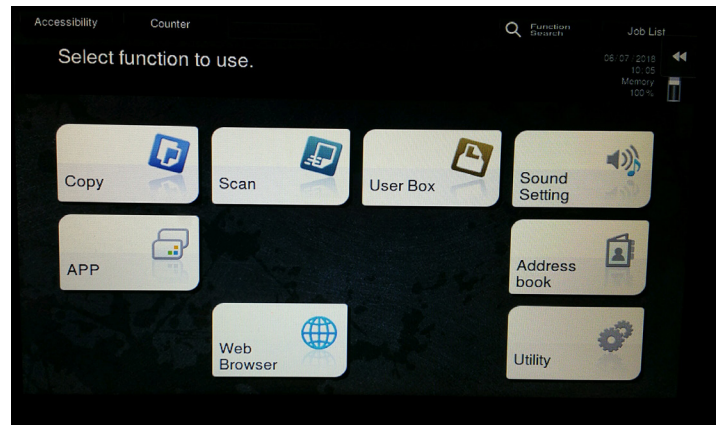
Go to your copier/scanner and login by swiping your Raider Card or use touch screen login.



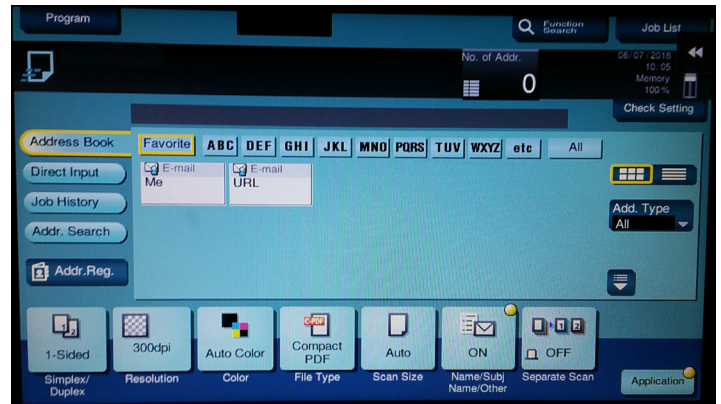
Select Account Number.



- Select **Scan**.



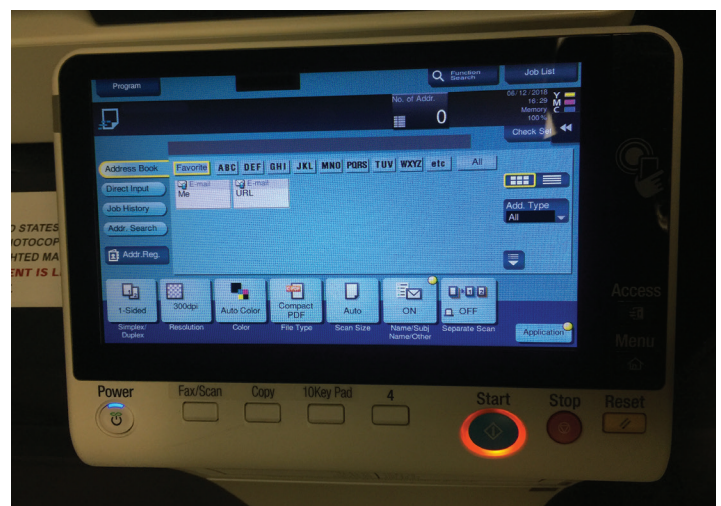
- Select **Email Me**.
- Email address will appear in the Document box in the top right screen.



- Scan reimbursement request form first then receipts in order they appear on request form.
- Place forms or receipts on flatbed of scanner.
- Make sure to place them in correct portrait or landscape setting.
- May use "Separate Scan" to combine scanning from glass and feeder in one document.
- Use Resolution to darken receipt if the print is light.
- Scan all supporting documents and receipts in one email.



- When scanning is complete, press the **Blue Start button** to send to email.



Once scanning is complete. Log in to Groupwise email and locate email. Return address will be Printer_Name@grcc.edu. Subject will be "Message from KM_C###".

To preview the PDF file (adobe acrobat pdf file) open the attachment. This will open the document in Adobe Reader.

IMPORTANT: Make sure that **EVERY** Receipt matches to receipts you have on your reimbursement form and that each receipt is legible. Also, you must include all authorized reimbursement forms within this PDF file.

FINAL STEPS after PDF File is reviewed:

Send directly from Adobe Acrobat. Groupwise must be open at the same time. Select "Attach to Email." Send to reimbursement@grcc.edu. In Subject line type: Reimbursement - Last Name, First Initial or Mileage; Last Name, First Initial; or Tuition, Last Name, First Initial.

Send from Groupwise. Save PDF file to your computer. Note the name of the file AND where the pdf file is located. Open new message in groupwise. Attach file from saved location using "Add Attachment (Paperclip)" function at bottom of message. Send to reimbursement@grcc.edu. In Subject line type: Reimbursement - Last Name, First Initial or Mileage - Last Name, First Initial or Tuition - Last Name, First Initial

Reimbursement request forms must be filled out completely with Employee Name, ID, Signature, Supervisor's signature, and account number to be charged. If any of these items are missing, your request will be returned without processing.

NOTE: Keep all receipts and forms until you have been reimbursed for them. This gives you a backup in case the documentation cannot be read by the financial services staff or there are other questions. Do Not send multiple requests as one document. Each reimbursement request must be sent separately.

Financial Services will pay all reimbursements on the employee's paycheck. The details of this reimbursement will appear on your payroll remittance advice that can be accessed online.

- Nontaxable employee reimbursements will have no effect on payroll taxes when paid on the employee's paycheck.
- You will receive an email notification from ImageNow when your reimbursement has been approved. Then, the reimbursement will be paid on the next available paycheck.
- If you would like to view any reimbursements submitted after 1/5/15, you will be able to access them any time on campus via WebNow at www.grcc.edu/financeandadministration/employee reimbursement. You must log into WebNow using your GRCC Network User Id and Password to view your reimbursements.