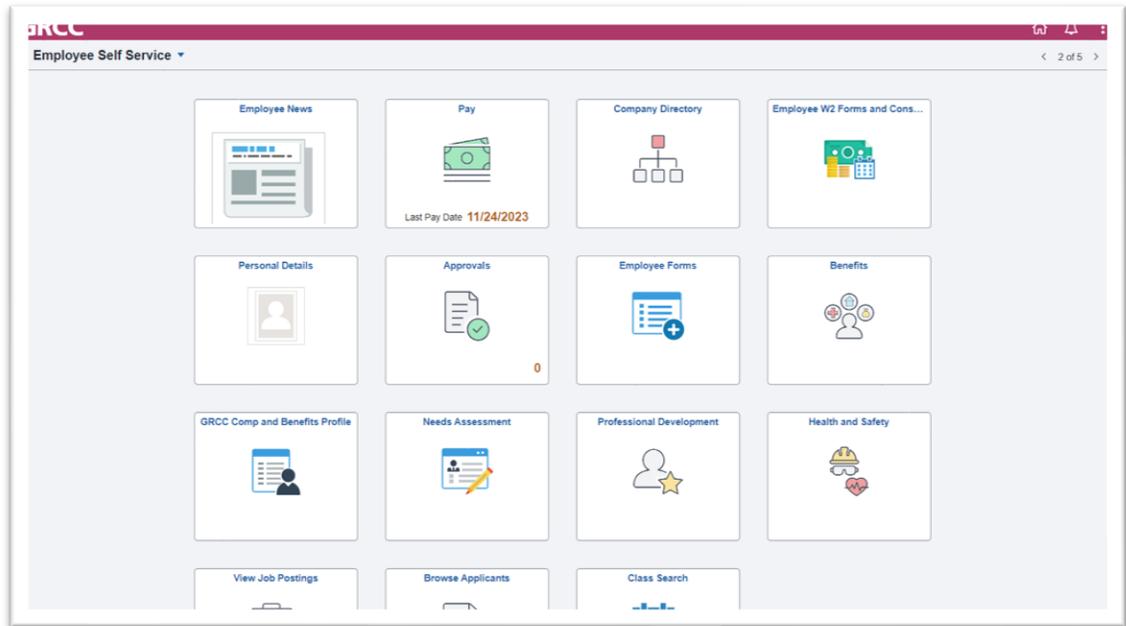
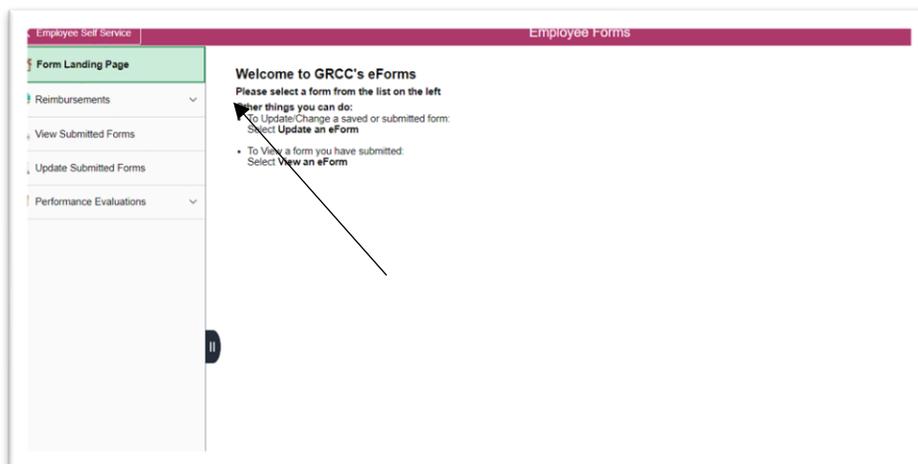


Standard Reimbursement - Instructions

1. Navigate to MyGRCC and select Online Center.
 - a. Log in using campus login credentials.
2. Navigate to Employee Self Service:



3. Select "Employee Forms"
4. Once in "Employee Forms" select the drop-down arrow next to "Reimbursements"



5. Select "Standard Reimbursement" from the drop-down menu.

6. Reimbursement Introduction:

The screenshot shows a web interface for 'Employee Self Service' with a green header bar containing 'Employee Forms'. The main content area is titled 'Reimbursements : Reimbursement Introduction' and includes the following text:

Introduction to GRCC's Online Reimbursement Form

Use this form for out-of-pocket expenses incurred on behalf of the college or while conducting college business.

- **Conference/Training Related Expenses:** Mileage, Per Diem (Meals), Air Transportation & Lodging, Ground Transportation and Other conference costs
- **Non-Conference/Training Related Expenses** - Ground transportation (e.g., taxi and ride-sharing services), uniform costs, meals for two or more employees, grocery store purchases.

Mileage for activities associated with the Other Items in this reimbursement, such as driving to the store to acquire the supplies included in this claim.

Important Information

- **GRCC Reimbursement Policy:**
Employees are required to submit claims for reimbursement within sixty (60) days from the end of the month in which claimed expenses are incurred. Any claim submitted after this point may not be processed.
In the event of extenuating circumstances an exception to the 60 day requirement may be considered. However, reimbursements processed after this time period may be subject to applicable taxes based on IRS guidelines. If you have any questions or need assistance with the reimbursement process, please call 616-234-2177.
- **IIPD/SSPD Grants:**
IIPD/SSPD Grants **require** the report to be attached when submitting for reimbursement.
- **Mileage Only**
If reporting mileage only - please use the Mileage Reimbursement Form.

At the bottom of the page, there are two buttons: 'Next' and 'Save'.

- a. Read introduction to ensure this is the correct form for your needs.
- b. If so, click "Next."

7. **Employee Information:** Ensure information is correct:

The screenshot shows a form titled 'Employee Information' with the following fields and values:

- Primary Emplid: 9000929
- Name: Sunny Day
- Select Job: EE Leave & Complianc (dropdown menu)
- Submitter Name: Sunny Day
- Employee Status: Active
- Supervisor: Rebecca Bailey

8. **Reimbursement Options:** Review and select the appropriate option from the drop-down menu “Reimbursement Type:”

Reimbursement Options

Conference/Training:

Hotel, Registration, and Airfare will appear automatically. For additional expenses related to your conference or training, such as Meals, Mileage, and other items.

- **Meals:**
Meals during the conference are reimbursed as daily per diem allotments; individual receipts are not required.
- **Other Items:**
Additional conference-related costs (e.g., parking, taxi fares, additional checked bag).
- **Mileage:**
Conference incurred mileage (e.g., travel to/from airport, to/from conference/training).

Non-Conference Reimbursements:

- **Other Items:**
Non-conference items such as Parking, Ride Share/Taxi, Uniform Expense, non-per diem meal Meals for two or more employees, Grocery Store (College Use),
- **Mileage:**
Mileage for activities associated with the Other Items in this reimbursement, such as driving to the store to acquire the supplies included in this claim.

Important Notes:
If you only have mileage to be reimbursed, please use the "Mileage Reimbursement Form" instead.

Reimbursement Type

Conference/Training
Non Conference

Conference Training Reimbursement Instructions: (For Non-Conference/Training Reimbursement instructions go to page 5, 5. Other Items)

1. Toggle “Yes” to the expenses that you are seeking reimbursement for:

Reimbursement Type

Conference/Training:

Hotel, Registration, and Airfare will appear automatically. For additional expenses related to your conference or training, such as Meals, Mileage, and other items, select from the options below.

- **Meals:**
Meals during the conference are reimbursed as daily per diem allotments; individual receipts are not required. Mark this checkbox if you incurred meal expenses while attending the conference.
- **Other Items:**
Additional conference-related costs (e.g., parking, taxi fares, additional checked bag).
- **Mileage:**
Check this box if you have incurred mileage (e.g., travel to/from airport, to/from conference/training).

Meals

Other Items

Mileage

- a. Click “Next”

2. **Conference Setup:** Toggle “Yes” to confirm that a Leave of Absence (LOA) is on file:

Employee Information

Employee ID [REDACTED]

Job Adm Asst for VP of Fin & Admin

Name Grace Blanchard

Leave of Absence

Do you have an approved Leave of Absence (LOA) on file?

Previous Next Save

3. **Submitted LOA List:**

- a. Select the appropriate Leave of Absence for this Reimbursement Request and the LOA information will auto populate.

i. **NOTE:**

1. If your LOA was submitted before the new LOA form went online, then fill out the remaining fields and continue.
2. A reimbursement can only be submitted for an LOA with a status of 'Approved.' If the LOA status is 'Pending,' please wait until it has been approved before initiating a reimbursement request.

Submitted LOA List

Below is a list of LOAs submitted via a New GT LOA form.
Select the appropriate Leave of Absence for this Reimbursement Request.

NOTES:

- If your LOA was submitted before the new LOA form went online, then fill out the remaining fields and continue.
- A reimbursement can only be submitted for an LOA with a status of 'Approved.' If the LOA status is 'Pending,' please wait until it has been approved before initiating a reimbursement request.

Type	Start Date	Event Name	Leave ID	Leave Status	Reimbursement Status	Select
1 Conference	01/01/2024	The Heug	118647	Approved		Select
2 Conference	01/01/2024	The Heug - Financials Edition	118640	Approved		Select
3 Conference	01/01/2024	The Heug - Financials Edition	118636	Withdrawn		Select
4 Conference	12/10/2023	Admin Professionals Conference	118645	Pending Approval		Select

Conference Details

Please enter the conference/training details. If information was already populated, please confirm that the conference/training details are correct.

LOA Selected 118647

Start Date 01/01/2024

End Date 01/03/2024

Event Name The Heug

Location Chicago, IL

Zip Code 60616

- b. Click “Next.”

4. **Conference Expenses:** Please enter conference/training expenses as they apply to your request:
- NOTE:** For any expenses greater than \$0.00, an itemized receipt **MUST** be submitted. You will be given the opportunity to upload receipts at the end of the page.

Conference Expenses

Please enter conference/training expenses:

NOTE: For any expenses greater than \$0.00, an itemized receipt **MUST** be submitted. You will be given the opportunity to upload receipts at the end of the form.

- Mileage:** Scroll down to bottom of page
- Meals/ Per Diem:** Will be calculated on the next page

Airfare
 Registration
 Hotel

5. **Other Items:** Utilize these columns for miscellaneous expenses such as parking fees, uniform costs, checked luggage, grocery store expenses, etc.

Other Items

Please enter any additional expenses not listed above.

- Date: Date that expense was incurred.
- Long Description: Describe the expense that was incurred.
- Amount: The amount of the expense.

NOTE: For any expenses greater than \$0.00, an itemized receipt **MUST** be submitted. You will be given the opportunity to upload receipts at the end of the form.

	*Date	*Description of Expense	Amount		
1	<input type="text" value="01/02/2024"/>	<input type="text" value="One checked bag - departing flight"/>	<input type="text" value="30.00"/>	+	-
2	<input type="text" value="01/04/2024"/>	<input type="text" value="One checked bag - returning flight"/>	<input type="text" value="30.00"/>	+	-
3	<input type="text" value="01/04/2024"/>	<input type="text" value="Airport parking, three days"/>	<input type="text" value="90.00"/>	+	-
4	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	+	-
5	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	+	-
6	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	+	-

Other Items Total

Total \$150.00

6. **Mileage:** Mileage related to other expenses (such as traveling to a conference, mileage to a store, etc.) please enter the following information:
- Date: Enter the date traveled.
 - From/To:
 - When entering Addresses, put a comma between EACH element of the address.
Example: Address, City, State, Zip.
 - Use HOME if traveling to or from your home.
 - Select "Look Up" and a page will open MapQuest to get the mileage from the two end-points.
 - Miles: Manually enter the mileage generated in Map Quest.
 - Round Trip: Select if this was a round trip. Alternatively, you could insert a 2nd row for the trip back.
 - Purpose: A purpose must be entered for each row.

Mileage

- Date:** Enter the date traveled.
- From/To:**
 - When entering Addresses, put a comma between EACH element of the address.
Example: Address, City, State, Zip.
 - Use HOME if traveling to or from your home.
 - Select "Look Up" and a page will open MapQuest to get the mileage from the two end-points.
- Miles:** Manually enter the mileage generated in Map Quest.
- Round Trip:** Select if this was a round trip. Alternatively, you could insert a 2nd row for the trip back.
- Purpose:** A purpose must be entered for each row.
- Insert/Delete:** Users can add rows or delete existing ones.

DATE	From Address	To Address	Lookup	Miles	Round Trip	Purpose	Total Miles	Mileage Rate	Reimbursement	Est
05/13/2024	HOME	5500 44th ST SE, Grand Rapids, MI, 49503	Lookup	10.00	<input checked="" type="checkbox"/>	Drive to airport	20.00	0.67	\$13.40	+ -

Mileage Total

Total Mileage \$13.40

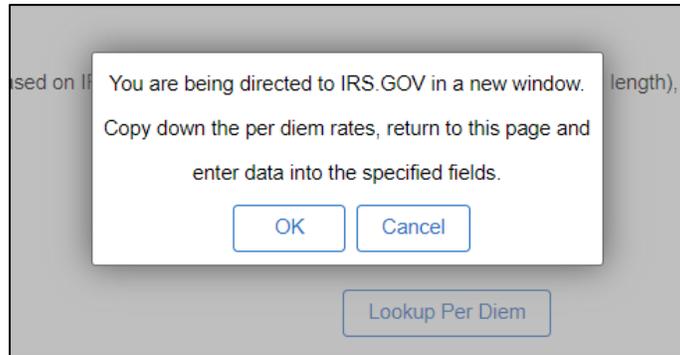
- f. **File Attachments:** Please attached itemized receipts for **EACH** expense requested **EXCEPT** for per diem expenses.
NOTE: If receipts are missing, your request will be returned to you.

Attachment Uploaded	View	Description	Description	File Name	Replace
1 <input checked="" type="checkbox"/>	View	Airfare Itemized Paid Receipt		11-1_Employee_Reimbursement_2023-11_ada.pdf	Replace
2 <input type="checkbox"/>	Upload	Conference Registration Paid Receipt			Delete
3 <input type="checkbox"/>	Upload	Hotel Itemized Paid Receipt			Delete
4 <input type="checkbox"/>	Upload	Other Itemized Paid Receipt	Other Itemized Paid Receipt		Delete
5 <input type="checkbox"/>	Upload	IIPD/SSPD Report			Delete

Add

- Click "Upload" to select a file from your device.
 - Click "My Device"
 - Select the file.
 - Click "Open."
 - Click "Upload."
 - Click "Done."

- ii. Click "Add" to add in additional lines for more receipts as necessary.
- g. Once all required receipts have been uploaded, click "Next."
- 7. **Meals Per Diem:** In lieu of reimbursement for actual meal expenses incurred during overnight travel (or based on IRS Guidelines, any travel longer than twelve [12] hours in length), the College will reimburse employees based on the current annual GSA Meal and Incidental Expenses (M&IE) rates.
 - a. Utilizing the zip code and dates of travel from the LOA we are able to find the Per Diem Rates for the location.
 - b. Click "Lookup Per Diem" A pop-up window will appear:



- i. Click "Ok."
- c. The U.S. General Services Administration webpage will open. Ensure you are on the correct fiscal year based on dates of travel. Scroll down to Meals & Incidentals (M&IE) rates and breakdowns.
 - i. Utilizing the information below to fill in the corresponding sections in the reimbursement form:

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Chicago	Cook / Lake	\$79	\$18	\$20	\$36	\$5	\$59.25

Per Diem Rates

Enter the Per Diem Rates from the GSA Website based on the location traveled.

NOTE: If the location entered is not specifically identified by the GSA, utilize the Standard Rate.

You must **Tab Out** of each field for amounts to generate the meal grid.

	M&IE Total	Breakfast	Lunch	Dinner	Incidentals
1	0.00	0.00	0.00	0.00	0.00

1 row

- d. After entering the Per Diem amounts in each blank, a “Meal/Food Reimbursement” Table will populate. Utilize this table to indicate which meal were provided by the conference/training.
 - i. Tab “Yes” to indicate that the meal was provided and should NOT be reimbursed.

Meal/Food Reimbursement

Please select “YES” for the meals that were provided by the conference. By selecting “YES” you indicate that the conference/event/training provided the meal and is therefore NOT reimbursable.

NOTE: When submitting for a reimbursement of per diem allowances, **do not submit receipts** for any meals or incidental expenses covered by the per diem allowance.

	Date	Day	Breakfast	Lunch	Dinner	Percentage	Daily Per Diem	Pro-rated Amount
1	05/12/2024	Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75%	\$64.00	\$48.00 <input type="button" value="+"/> <input type="button" value="-"/>
2	05/13/2024	Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100%	\$5.00	\$5.00 <input type="button" value="+"/> <input type="button" value="-"/>
3	05/14/2024	Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100%	\$48.00	\$48.00 <input type="button" value="+"/> <input type="button" value="-"/>
4	05/15/2024	Wednesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100%	\$48.00	\$48.00 <input type="button" value="+"/> <input type="button" value="-"/>
5	05/16/2024	Thursday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100%	\$19.00	\$19.00 <input type="button" value="+"/> <input type="button" value="-"/>
6	05/17/2024	Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75%	\$64.00	\$48.00 <input type="button" value="+"/> <input type="button" value="-"/>

6 rows

- e. Click “Next.”

8. Summary:

- a. IIPD/SSPD: If you received IIPD/SSPD Funding for any of the expenses listed, toggle “Yes” to the appropriate response.
 - i. Enter the grant amount in the “Funded Amount” section.

IIPD/SSPD

Did you receive IIPD/SSPD Funding for this expense?

IIPD Grant Funding

SSPD Grant Funding

IIPD/SSPD Grant Manager Lisa Dopke

Do you have additional Grants to support your travel?

*Funded Amount

Account Number 2359-15-0329-620-00

- b. Department/7V Funding: If funding for any of the expenses listed comes from departmental budgets or 7V Faculty funds, make sure the toggle says “Yes.”
 - i. Select the departmental Budget Control Officer (BCO).
 - ii. Department Amount: This amount is autogenerated based on the expenses entered. If a grant is contributing the reimbursement, the amount from the grant will automatically be deducted from this total.

Department/7V Funding

Department Expense Department Amount

*BCO Emplid

- c. Department Account Number: Enter the account number for the department funding the reimbursement:

Department Account Number

Enter the department Account Number
If you don't have this number, check with your supervisor or BCO.

*Account	*Fund Code	*FS Department ID	*Program Code	*Class Field	Project/Grant
1 <input type="text"/>	<input type="text"/>				

1 row

- d. Reimbursement Summary: Review summary for accuracy.

Reimbursement Summary

Registration \$350.00
Air Fare \$500.00
Hotel \$740.00
Meals / Food 83.00
Mileage \$15.72
Other Items \$150.00
Sub Total \$1,838.72

GRCC Advance
Total Reimbursement \$1,838.72

*BCO Emplid

- e. Affirmation: This is considered your “electronic signature” and verifies that the information you have provided is correct to the best of your knowledge.

Affirmation

By submitting this form you affirm that you:

- understand that errors or inaccurate data may result in a delay of your reimbursement and/or in the case of overpayment, you will be required to reimburse GRCC for the amount over paid.
- certify that I have liability and property insurance on this vehicle in accordance with current Michigan statutes (if requesting mileage reimbursement)
- certify that the information reported in this reimbursement is a true report of my expenses that were incurred in the performance of my duties as an employee of Grand Rapids Community College.

- f. Search Phrase/Nickname: Creating a unique nickname for your reimbursement request will assist you in reviewing it in the future:

Search Phrase/Nickname

Search Phrase

Comment

9. Submit Reimbursement Request.