Expense and Reimbursement Workflow

**RECIPIENT/TRAVELER**
- Receive email from recipient/traveler
- Receive hard copy
- Review form and receipts

**FINANCE (Accounts Payable)**
- Receive email from recipient/traveler
- Receive hard copy
- Review form and receipts

**UEC FUNDING**
- Receive email from Finance
- Complete Tab 2 for UEC Funding

**OTHER FUNDING (Budget Manager)**
- Receive email from Budget Manager
- Complete Tab 2 for non-UEC funding

**EXPENSE REPORTING COMPLETE**
- Generate payment
- Email recipient/traveler

**EXPENSE REPORTING COMPLETE CONTINUE**
- Email recipient/traveler

**PAYMENT NEEDED?**
- Generate payment
- Email recipient/traveler

**EXPENSE REPORTING COMPLETE**
- Email recipient/traveler

**PAYMENT NEEDED?**
- Generate payment
- Email recipient/traveler

**SUBMIT RECEIPTS/TRAVEL**
- Complete Form – Tab 1
- Print Tab 1 and attach receipts
- Email Form to Finance@pugetsound.edu
- Send Form and hard copy of receipts to Finance@CMB1042