

FINANCE TRAINING Reimbursements





Reimbursements

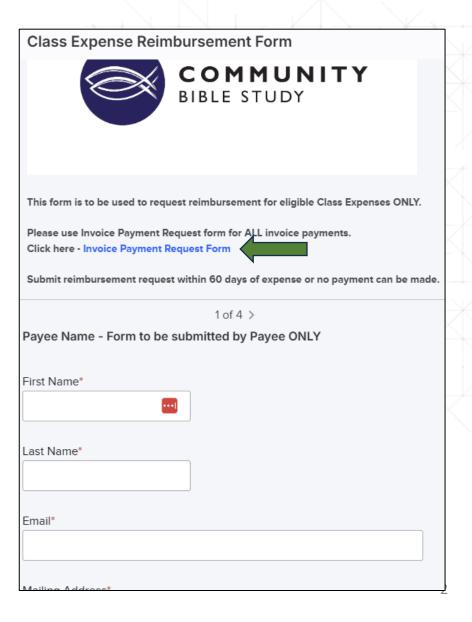
When an individual pays for an expense without the purchasing card.

Form Needed

• Class Expense Reimbursement Form

Process

- The form is sent to the individual.
- The individual fills out the information, attaches receipt, and submits the form.
- The Ministry Service Center (MSC) receives the form and reimburses the individual.





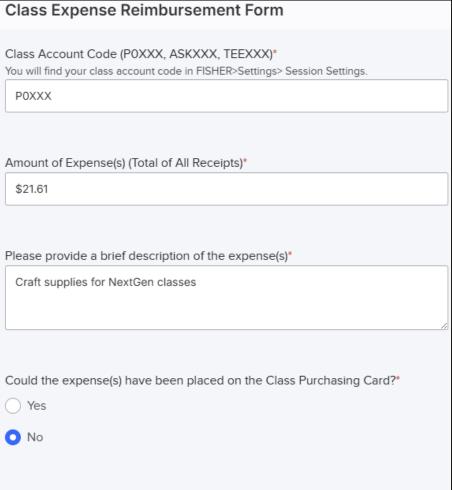


Reimbursements

When an individual pays for an expense without the purchasing card.

Process

Enter the required information to include an explanation as to why the class purchasing card was not used.









Before moving to the next page, please explain your answer. Thank you. *

The NextGen leader does not have a purchasing card.



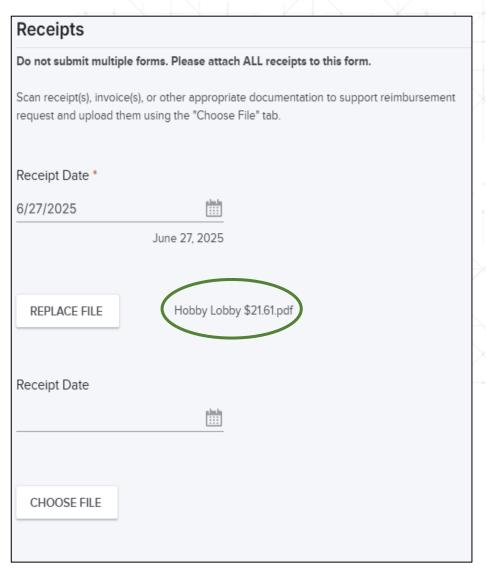


Reimbursements

When an individual pays for an expense without the purchasing card.

Process

- The receipts or invoices must be electronically attached to the form.
- Up to five receipts can be attached to the form.







Reimbursements

When an individual pays for an expense without the purchasing card.

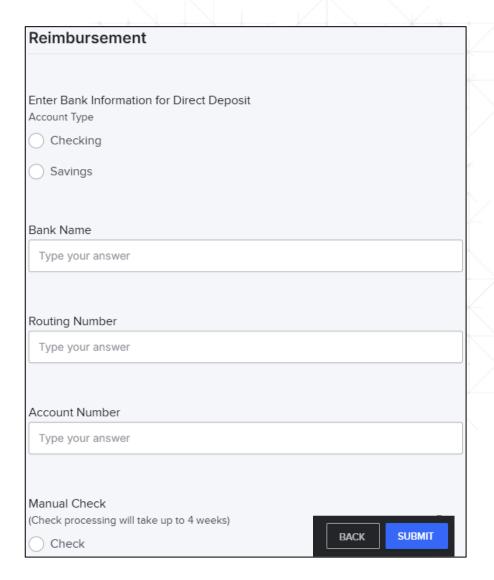
Process

- The individual can choose how they would like to receive the reimbursement.
 - Direct Deposit
 - Check
- · Click Submit.

Important Note

 Requests for reimbursement must be submitted within 60 days of receipt, or no payment can be made.







THIS COMPLETES THE VIDEO TRAINING ON THE REIMBURSEMENTS

