

## TO CREATE AN EXPENSE REPORT FOR REIMBURSEMENT OF LAB SUPPLIES

1. Go to <https://financials.onesource.uga.edu> and login using your MyID and Arch Pass (or Duo)
2. Click on the “Expenses” tile
3. Click on “Create Expense Report”
4. For the “Business Purpose,” choose “Non Travel Reimbursement” from the dropdown
5. “Description” would be “reimbursement of lab supplies” or a description of the item (whatever applies)
6. Ignore “Travel To” and “Reference”
7. “Accounting Tag” is **your Speedtype**.
8. Do NOT attach your receipt on this Header page. Click on the green button that says “Add Expense”
9. On this page (New Expense), enter the date that is on your receipt
10. For Expense Type, click on the magnifying glass and choose expense type “O-Instructional/Lab Supplies” (you may have to go to the “All Types” tab and use the outer scroll down to get to that option)
11. Enter a description and amount of the receipt.
12. Click on “Attach Receipt” and upload your scanned receipt (pdf format is preferable)
13. Click on “Accounting.” When you entered the Accounting Tag on the Header page, it should have populated the funding information, but you will need to type “2019” (or current fiscal year) in the “Bud Ref” field. Click the green button in the top right hand corner that says “Done” when you are done entering the information.
14. When you are finished entering all this information, click on the green box “Save” at the top right, then “Review and Submit.” You will get a pop-up box asking if all the charges are valid UGA charges and if you are entitled to them. When you agree (or submit, I don’t remember what it says here), your completed form will come to me for approval.

Thanks!

