

# OSE Guide to OneSource: Entertainment Reimbursements

*If this is your first time using OneSource, please see the OSE Guide to Default Settings first.*

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**It is advisable that you obtain prior permission for reimbursement from the appropriate account holder before incurring expenses.**

- There are two paths to submit entertainment reimbursements depending on the TYPE of reimbursement it is. This document will cover both options. For payment to a vendor directly, please contact Laura Leachman ([laura.leachman@uga.edu](mailto:laura.leachman@uga.edu)) or Jennifer Mathews ([jtm@uga.edu](mailto:jtm@uga.edu)).
  - While exceedingly rare, if you have a grant which allows for entertainment reimbursements (i.e. a grant to hold a conference, etc) the reimbursements will route through the “UGA OneSource” method. Your grant budget must be previously approved by your agency and SPA before incurring expenses.

	UGA One Source	UGA Foundation
Grad Student Pizza Lunches with seminar speakers	X	
Faculty meals with seminar speakers/job candidates		X
Grad Student Orientation / Grad Student Recruitment / GSS	X	
Faculty Retreat		X
Non-Student Focused Receptions (following seminars, etc) and Events		X
Welcome Back Event/ Spring Fling	X	
Fall/Spring Graduation	X	
Any alcohol, any event		X
Conference or Workshop where UGA collected registration fee	X	

## FOUNDATION METHOD

If your reimbursement falls into the “UGA Foundation” column, please be sure you have the Dean's prior approval before incurring expenses.

Your reimbursement package should include:

1. your itemized, paid receipt(s)
2. "proof of event" (e.g. email invitation to participants, printed flyer, meeting agenda, any supporting documentation)
3. a SIGNED and completed FOUNDATION entertainment form. You only need to complete 3-7. The Business Office will complete 1-2. Be sure to sign AND date the form at the bottom where it indicates "Entertainment Approved By". Other forms we process in the business office will capture other required signatures.
4. If you have a separate sign-in sheet or RSVP form, you may write “see attached” on the list of attendees portion of the form and turn in the list of names as well. If it was a large event without a sign-in sheet or RSVP form, please fill in as many names as you can reasonably fit before writing “students – 20, faculty - 10” etc.
5. If you do not already have/know your speed type/accounting tag please reach out to Mica Turner at [mturner@uga.edu](mailto:mturner@uga.edu). Please write this in the top left corner of the entertainment

form.

Submit your form and all attachments to Mica Turner's mailbox in the copy room or to the folder on the wall near the front office Admin Assistant. Incomplete packages will be delayed or returned.

*NOTE: Foundation reimbursements take a bit longer to process which can delay reimbursement to you.*

## **ONESOURCE METHOD**

If your reimbursement falls into the "UGA OneSource" column, please be sure you have the account holder's approval prior to incurring expenses.

Your reimbursement package should include:

1. your itemized, paid receipt(s)
2. "proof of event" (e.g. email invitation to participants, printed flyer, meeting agenda, any supporting documentation)
3. a SIGNED and completed UGA entertainment form. You only need to complete 2-5. Since this reimbursement will be processed electronically by you, your signature is not required.
4. If you have a separate sign-in sheet or RSVP form, you may write "see attached" on the list of attendees portion of the form and turn in the list of names as well. If it was a large event without a sign-in sheet or RSVP form, please fill in as many names as you can reasonably fit before writing "students – 20, faculty - 10" etc.
5. If you do not already have/know your speed type/accounting tag please reach out to Laura Leachman at [laura.leachman@uga.edu](mailto:laura.leachman@uga.edu).

*Go ahead and scan your package to your desktop or wherever you keep your reimbursement paperwork as you will need to attach it later in the system. It is wise to keep these packages accessible until your reimbursement is fully processed.*

NOTE: OneSource reimbursements typically take 24 hours to process if all information is included during the initial submission. Otherwise, reimbursement will be delayed until proper documentation is provided.

- Log into [financials.onesource.uga.edu](https://financials.onesource.uga.edu) using your my ID, password, and arch pass duo pass code/call/push notification.
  - If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer.
- Once logged in, make sure the screen says "Employee Self Service" at the top, then click "Expenses."
- On the next screen click on "Create Expense Report."
- "Business Purpose" should show Non-Travel Reimbursement.
- "Description" should include what the reimbursement is for, including your speed type (e.g. "pizza for grad lunch with speaker Jane Smith, 26XX000")
- "Travel to" should not have anything entered. Ignore since this is NOT travel-related.
- "Reference" select "Entertainment" from the drop down after clicking the magnifying glass.

- "Accounting Tag" (same as speed type)
- "Attach Receipt" - follow prompts to upload your reimbursement paperwork; no need to add description. Click "done" to return to the general information screen.
- "Accounting Defaults" - Your chart string should have auto-filled when you entered your accounting tag, except for the budget reference. You must enter the budget reference or your request will be rejected. It should match the current fiscal year we are operating in (e.g., 2020, 2021, 2022, etc.). If you are unsure please email Laura Leachman at [laura.leachman@uga.edu](mailto:laura.leachman@uga.edu). After entering the date click "done" to return to the general information screen.
- Click the dropdown box next to "Expense Report Action" and choose the most appropriate way to add your expense lines.
- "Date" should reflect the date of purchase on your receipt.
- "Expense Type"
  - When you first click on the "Expense Type" magnifying glass it will show you "Frequently Used" options. Click "All Types" then "Collapse All" to see the "Entertainment" category. From there the only choice is "Entertainment," which you will select.
  - When you select "Entertainment" as the expense type, a "Merchant" section will appear. The drop down should always say "Non-Preferred." Fill in the vendor you used in the "Non-Preferred Merchant" line.
- "Description" - include a description of the purchase including your speed type (e.g. pizza for grad student meeting with seminar speaker FirstName, LastName, 26XX000").
- "Payment" - Should ALWAYS show employee paid.
- "Amount" - Fill in the amount on the corresponding receipt. If you are only requesting partial reimbursement please add a note about that in the description (e.g. partial reimb for pizza for grad student meeting with seminar speaker FirstName LastName, 26XX000").
- "Merchant/Non-Preferred Merchant" - When you select "Entertainment" as the expense type, a "Merchant" section will appear. The drop down should always say "Non-Preferred." Fill in the vendor you used in the "Non-Preferred Merchant" line, if you have not already done so.
- "Expense Location" - type in Headquarters
- Click the green "Save" button in the top right.
- "Attach receipts" - If you attached your receipt(s) on the previous page you do not need to do so again.
- "Add Additional Attendees" - Your attendees should be listed on the entertainment form and/or attachment list.
- "Accounting" – You should see "1" based on the information you entered on the general information page.

This process should be repeated for each separate receipt you have so that dated receipts are separated and total amount requested for reimbursement matches your documentation. You

can easily add more by clicking on the "Add" button on the left side of the page. All entered expenses for this request will show on the left-hand side of the screen as you add them.

- After you have entered details for all your receipts and are ready to submit, click "Review and Submit" in the upper right hand corner.
- If you need to update any information on the "general information" screen, click the square icon next to the description (top left).
- If you need to look at/add another expense/receipt click "Update Details" (top right).
- If you are 100% ready to submit, click "Submit" (top right). Once you submit, a box will pop up asking you to confirm your submission.

*Congratulations! Your reimbursement is now under review. The Business Office will be in touch if further information is needed else you will receive automatic notification via email from the system of your reimbursement and deposit.*