

OSE Guide to OneSource: Non-Travel 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.

Be sure you have scanned and saved your receipts to your desktop or other accessible file. Keep these on hand until your reimbursement is fully processed.

- Log into 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. "supplies for leaf experiment, 26XX000" or "bleach for lab cleaning, 26XX000").
- "Travel to" should not have anything entered. Ignore since this is NOT travel-related.
- "Reference" select the option that most accurately reflects your reimbursement. Commonly used ones will be Grant Research, Supplies, and Other Research.
- "Accounting Tag" (same as speed type)
- "Attach Receipt" - follow prompts to upload your receipt(s)
- "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.
- 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 option 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 "supplies and other" category. From there select the option that most accurately reflects your expense.
 - *Special Note: All non-travel expense types will have an "O" in front of their description. This denotes it is an expense from the "Supplies and Other" category and not a travel category.*
- "Description" - include a description of the purchase including your speed type (e.g. bleach for lab, 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 bleach for lab, 26XX000").
- "Merchant/Non-Preferred Merchant" - See next slide for information on this.
- "Expense Location" - type in Headquarters
- Click the green "Save" button in the top right.

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. This is easily done by clicking on "Add" on the left side of the page.

If you attached your receipt(s) on the previous page you do not need to do so here.

- 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 the "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.