OSE Guide to OneSource

Entertainment Reimbursements

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or Jennifer Mathews, jtm@uga.edu

Last Updated: 11/01/2020

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

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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) or Jennifer Mathews (jtm@uga.edu).

	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	

*As of FY20 we now have the option to direct bill with Papa Johns Pizza. No one should have to pay out of pocket if they do not want to.

*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.

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:
- your itemized, paid receipt(s)
- "proof of event" (e.g. email invitation to participants, printed flyer, meeting agenda, any supporting documentation)
- 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.
- 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.
- If you do not already have/know your speed type/accounting tag please reach out to Mica Turner at 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.

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

Print

Reset

The University of Georgia Foundation

Reimbursement of University Related Entertainment

(1) UGAF Check Request Number: _____

(2) Source of Funding: OneSolution Account #: _____
OneSolution Account Name: _____

(3) Amount to be Reimbursed: _____

(4) Time, Date, and Place of Occasion: _____

(5) University Related Business Purpose Served by the Occasion: _____

(6) If Alcohol was served, please check to confirm the UGA alcohol policy was followed: ☐

(7) Listing of Individuals Entertained:

*If Academic VP or Dean is a participant, please obtain SrVPAA & Provost approval before submitting to Foundation

Names or Categories or Guest List or Defined Group	Relationship to University

Entertainment Approved By: _____
(Sign & Date)

UGA OneSource Method

If your reimbursement falls into the "UGA OneSource" column,
your reimbursement package should include:
- your itemized, paid receipt(s)
- "proof of event" (e.g. email invitation to participants, printed flyer,
  meeting agenda, any supporting documentation)
- 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.
- 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.
- If you do not already have/know your speed type/accounting tag
  please reach out to Laura Leachman at 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. 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/information is provided.

Please follow directions on the following pages to process your request for
reimbursement via OneSource.

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

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."**
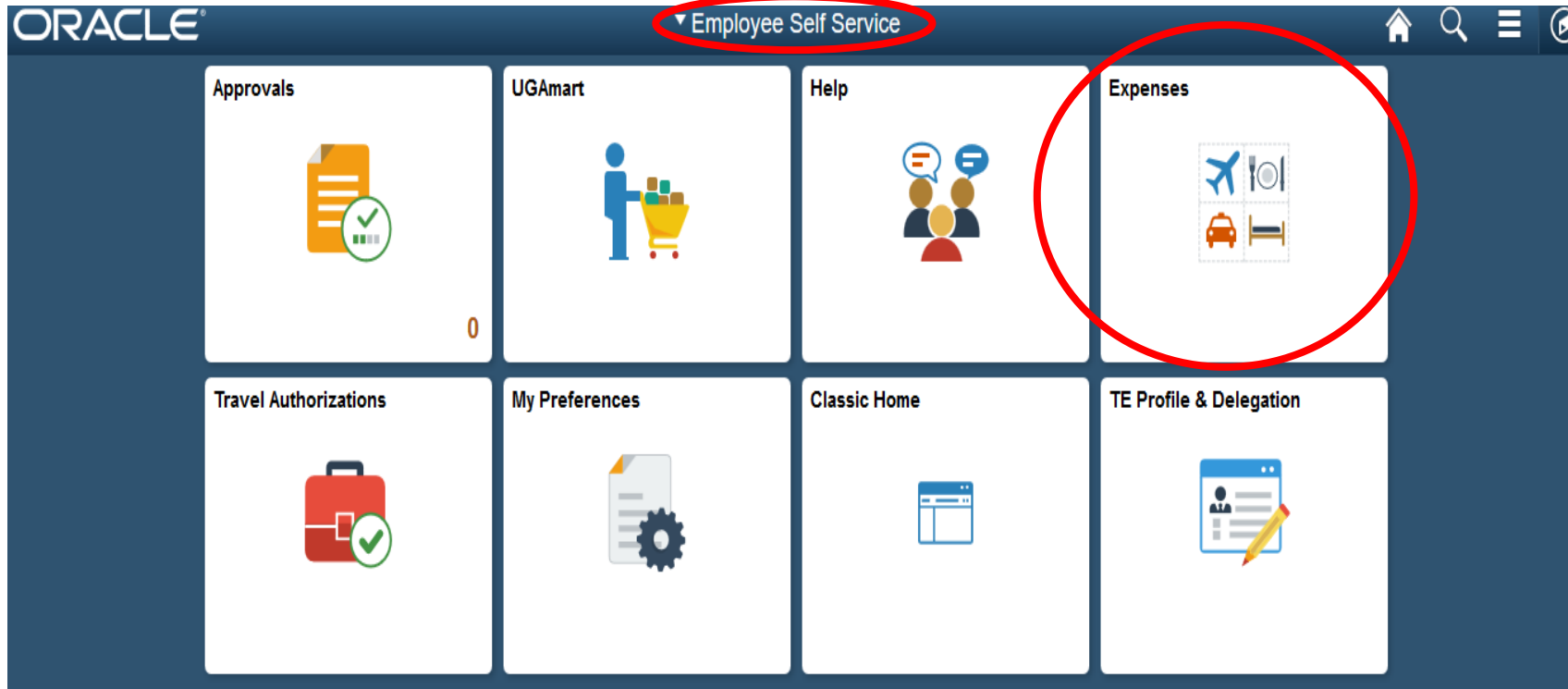
On the next screen click on **"Create Expense Report."**
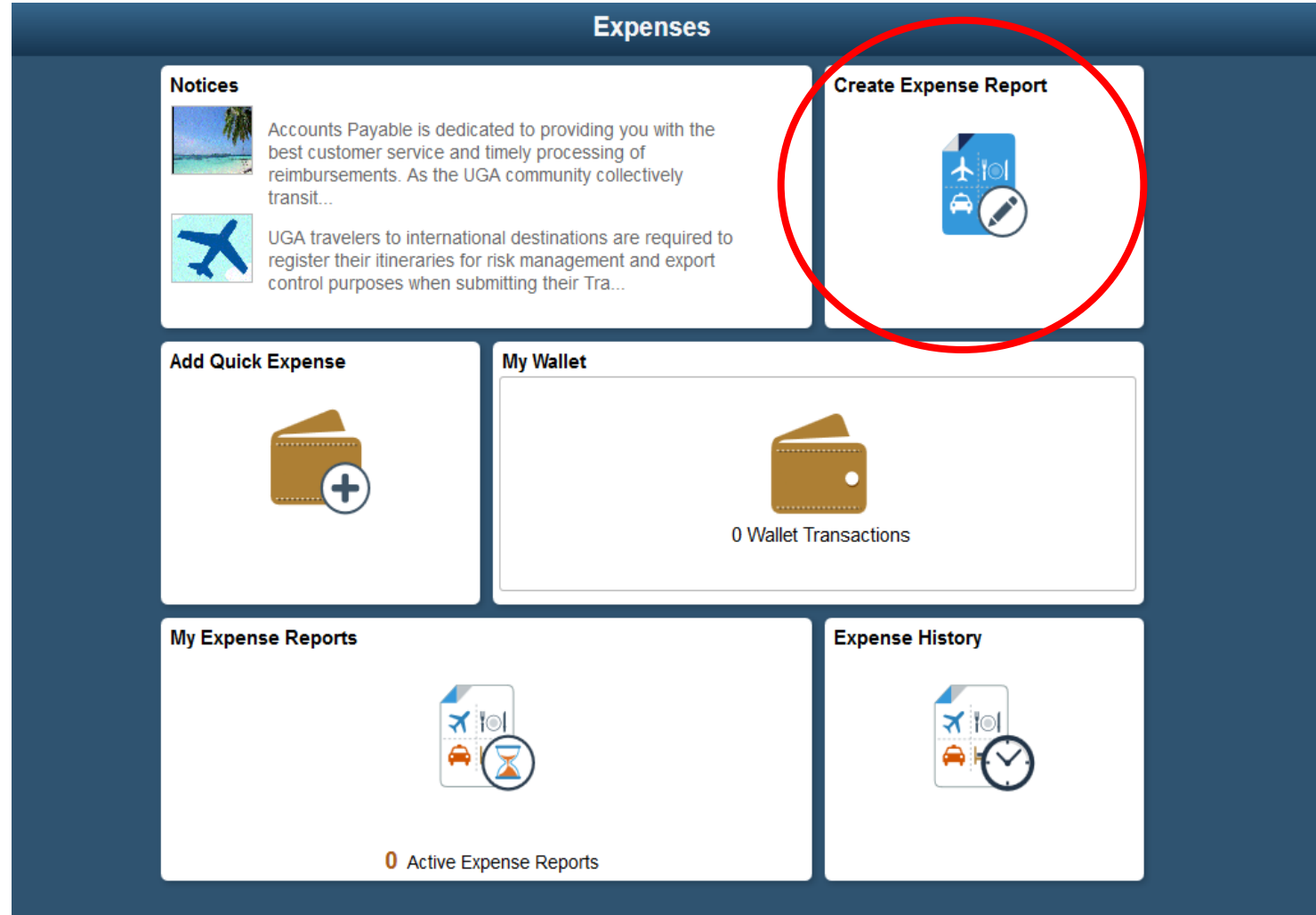
Your next screen should look like this and is where you fill in the General Information of your purchase(s).

General Information

*Business Purpose   Non Travel Reimbursement ▼

*Description   [   ]

Travel To   [🔍]

Reference   [🔍]

Accounting Tag   [🔍]

📎 Attach Receipt   >

🖩 Accounting Defaults   >

Creation Date   10/12/2018   Caitlin Mcdonald

Updated on   10/12/2018

Expense Details

No expenses have been entered.

"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
"Accounting Defaults" - See below screen shot for example. 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.

Accounting Details

GL ChartFields	Show All			
	% ◇	*GL Unit ◇	Bud Ref ◇	Fund ◇
➕ ➖	100.00	18000 🔍	2020 🔍	10500

Budget Reference	Description
2020	2020

Here is what a completed general information screen looks like:

General Information

*Business Purpose   Non Travel Reimbursement

*Description   Pizza for grad lunch with spkr

Travel To

Reference   ENTERTAIN

Accounting Tag   26RH228

📎 Attach Receipt   >

▤ Accounting Defaults   1 >

Creation Date   10/12/2018   Caitlin Mcdonald

Updated on   11/05/2018   Caitlin Mcdonald

Click on the dropdown box next to "**Expense Report Action**". Choose the appropriate way to add your expenses.

Some employees may have added their expenses to their wallet already. If this is the case (and is very helpful for those on travel) then you can choose "**Add from My Wallet**" and it will pre-load the details of the expense for you.

Otherwise, choose "**Add Expense Lines**" and you will enter details of your expense on the next screen.

Your expense page should look like this:

"Date" should reflect the date of purchase on your receipt.
"Expense Type" - See next slide on changing this.
"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" - 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. 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.

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

You do not need to complete "add additional attendees" since you attached an entertainment form listing attendees already.

To choose an expense type, click the magnifying glass in the **"Expense Type"** box. →

New Expense - 10/12/2018

*Date [10/12/2018]

*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.

Merchant

Merchant [Non-Preferred ▾]

Non-Preferred Merchant [Papa Johns]

After you have entered details for all your receipts and are ready to submit,
click **"Review and Submit"** in the upper right hand corner.

Your next screen should look like this.

- 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 (see very bottom of this page) will pop up asking you to confirm your submission.

grad student pizza with spk

Caitlin Mcdonald

Update Details   **Submit**

Last Saved 11/05/2018 9:19PM

Expense Report Summary

Total (1 Item)	75.00 USD
Due to Employee	75.00 USD

Approval Status

Report ID 0100024930	Pending

Additional Information

📊 View Analytics	>
📋 Notes	>
🖨 View Printable Report	>

Submission Confirmation

source. If I have included mileage reimbursement, I have determined that a personal vehicle was the most advantageous form of travel and requested reimbursement for mileage at the corresponding rate.

Submit   **Cancel**

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.