KENT STATE
UNIVERSITY
IS TECHNICAL TRAINING

Accounts Payable

Expense Reimbursement Workflow

User Guide

November 2010

Document Title	Personal Expense Reimbursement Workflow User Guide
Issue Date	November 2010
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Copyright	
Process Owner	Accounts Payable
Get process help	IS Technical Training, istraining@kent.edu
Get access and desktop help	Contact the Help Desk at support.kent.edu
Get Documentation	**This document is available online at** http://www.kent.edu/controller/accountspayable/expense/index.cfm

Table of Contents

About Expense Reimbursements

The Expense Reimbursement workflow enables Kent State University employees to submit expense reimbursement requests via the web. Any employee or student employee may initiate a reimbursement request. Expense reimbursements may be initiated and submitted from any internet computer, on or off campus.

Expense reimbursements can only be Reviewed, Approved, and Returned for Edit from a computer on a Kent State campus, or a computer that is connected to Kent through a VPN (Virtual Private Network) account. (Contact the Help Desk for a VPN account.)

Expense reimbursement requests are subject to review by Internal Audit to ensure that the expenses claimed are in accordance with University Policy and Procedures.

http://www.kent.edu/controller/accountspayable/index.cfm

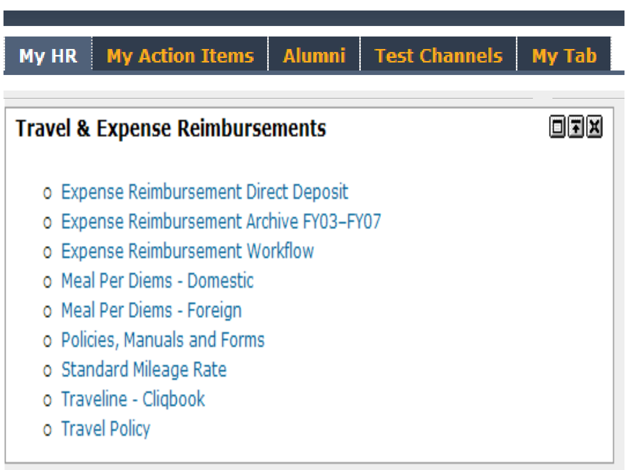
Additional travel and reimbursement policies and procedures may apply within a particular academic or business unit. Ask your Business Manager if there are *additional requirements* for a reimbursement request. Your manager can address questions regarding University and internal policies and procedures.

For additional assistance or clarification, contact:

Accounts Payable:
Phone: 22607
Email: payments@kent.edu

Travel Information in FlashLine

See the **My HR** tab in FlashLine for links to travel information:

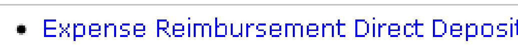
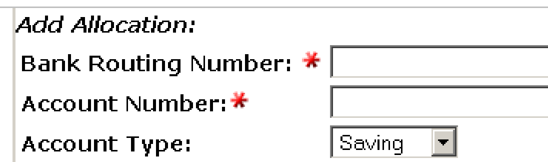
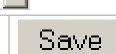


Direct Deposit for Expense Reimbursements

Employees may elect direct deposit as the reimbursement distribution method instead of receiving a check. The election is voluntary and is the responsibility of the employee. This direct deposit set up is similar to the payroll direct deposit functionality within FlashLine; however it is a separate designation and allocation.

Student employees may also elect direct deposit for expense reimbursements. This allocation will be the same as their student refund direct deposit allocation. If the student employee is already receiving student refunds by means of direct deposit, no further action is required for direct deposit of expense reimbursements.

How to elect direct deposit or modify your existing allocation

Step	Action	Image
1	Log into FlashLine at www.kent.edu or your campus home page.	
2	Click on the **My HR** tab.	
3	Locate the **Travel & Expense Reimbursements** channel.	
4	Select **Expense Reimbursement Direct Deposit.**	
5	Type your Bank Routing Number, Account Number, and select the Account Type.	
6	Save your changes.	

Once you have set up direct deposit for expense reimbursements, the selection of '*Deliver To: Department* or *Home Address'* is still required on the '*Payee Information'* page within the expense reimbursement workflow in order to Proceed. However, the mailing location will be overridden and your reimbursement will automatically be deposited into the bank account you have allocated.

If you have questions about direct deposit for expense reimbursements, contact **Emily Hermon or Joanne Otto**, Accounts Payable at payments@kent.edu.

15-Item Expense Limit

A single reimbursement request accommodates 15 expense items. You may divide expense items among several reimbursement requests. If the reimbursement requests are submitted at the same time, they are processed together and will be reimbursed in the same deposit or check.

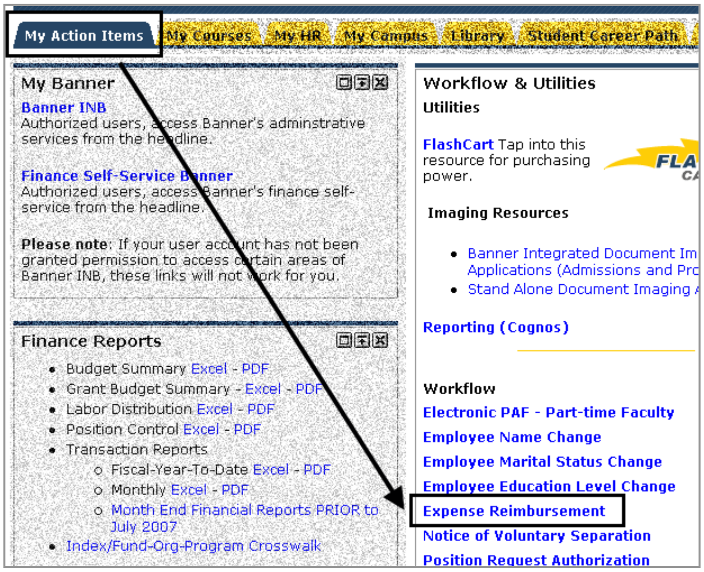
Here are suggestions for organizing a large number of expense items:

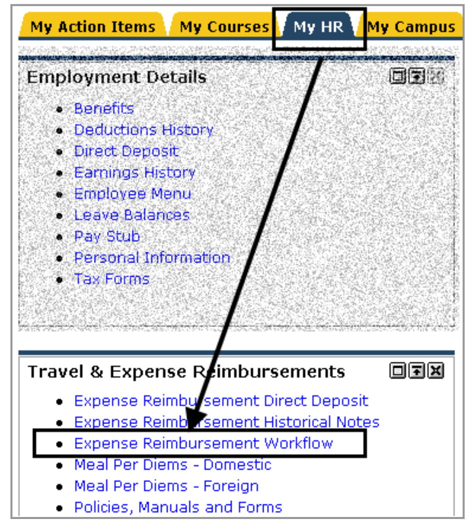
Organize by expense type:	1. All entertainment	2. All per diems	3. All other travel expenses	
Organize by legs of extended multi-leg trip:	1. All travel first leg of trip	2. All per diem/misc first leg	3. All travel second leg of trip	4. All per diem/misc second leg

Workflow Notifications

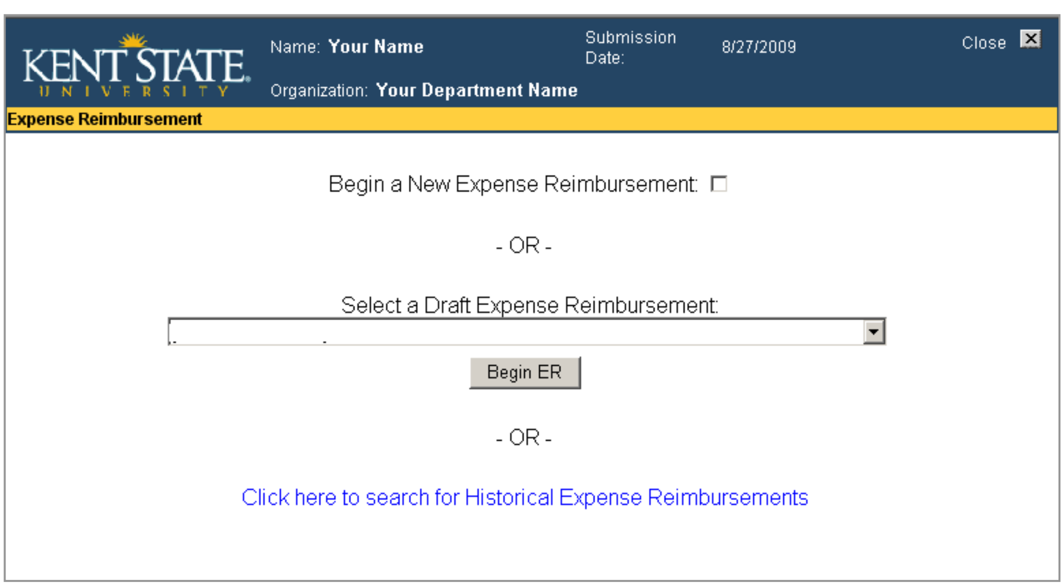
Email is sent...	**Email is addressed to...**
When submitted for review	Creator, Payee
When requires review	Reviewer
When returned by the reviewer	Creator, Payee
When submitted for approval	Creator, Payee, Reviewer (if applicable)
When requires approval	Approver, Approvers' Proxies (if applicable)
When returned for edit by an approver	Creator
When approved and the transaction has been created	Creator, Payee
When denied	Creator, Payee

Open the Expense Reimbursement Workflow Menu

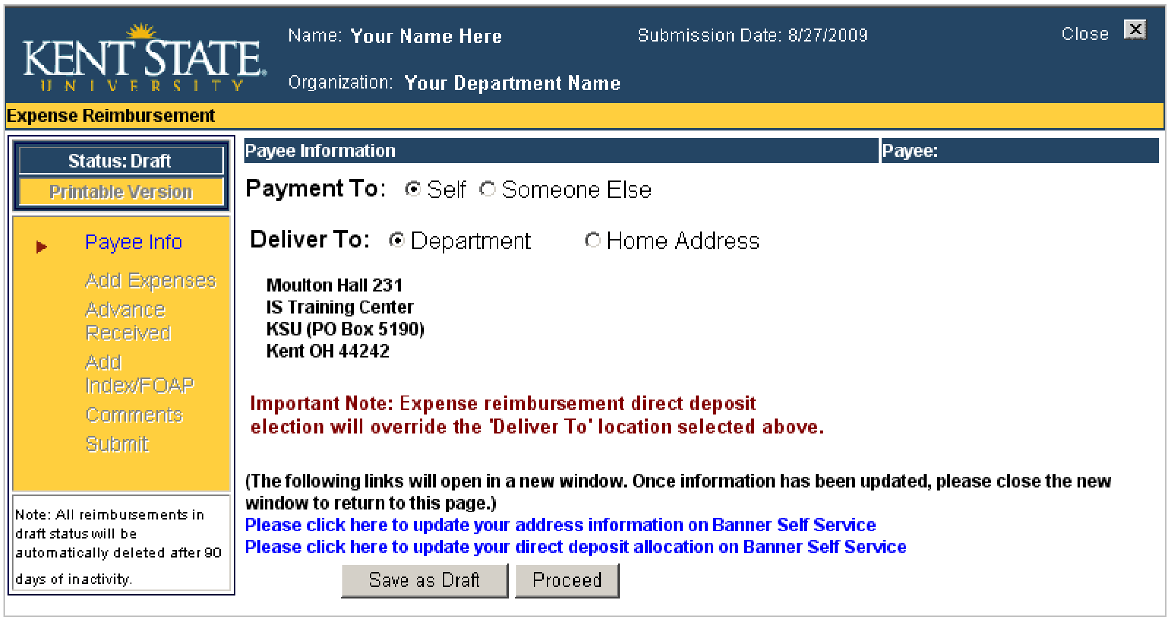




Step	Action		
1	Open a web browser and go to your campus homepage, or **www.kent.edu**		
2	Locate the **FlashLine login fields**, type your FlashLine ID and password.		
3	Click the **My Action Items** tab. (Image at left, above.)	OR	Click the **MyHR** tab. (Image at right, above.)
	In the **Workflow & Utilities** channel, click the link for **Expense Reimbursement**.		In the **Travel & Expense Reimbursements** channel, click **Expense Reimbursement Workflow**.
4	The workflow menu opens.		

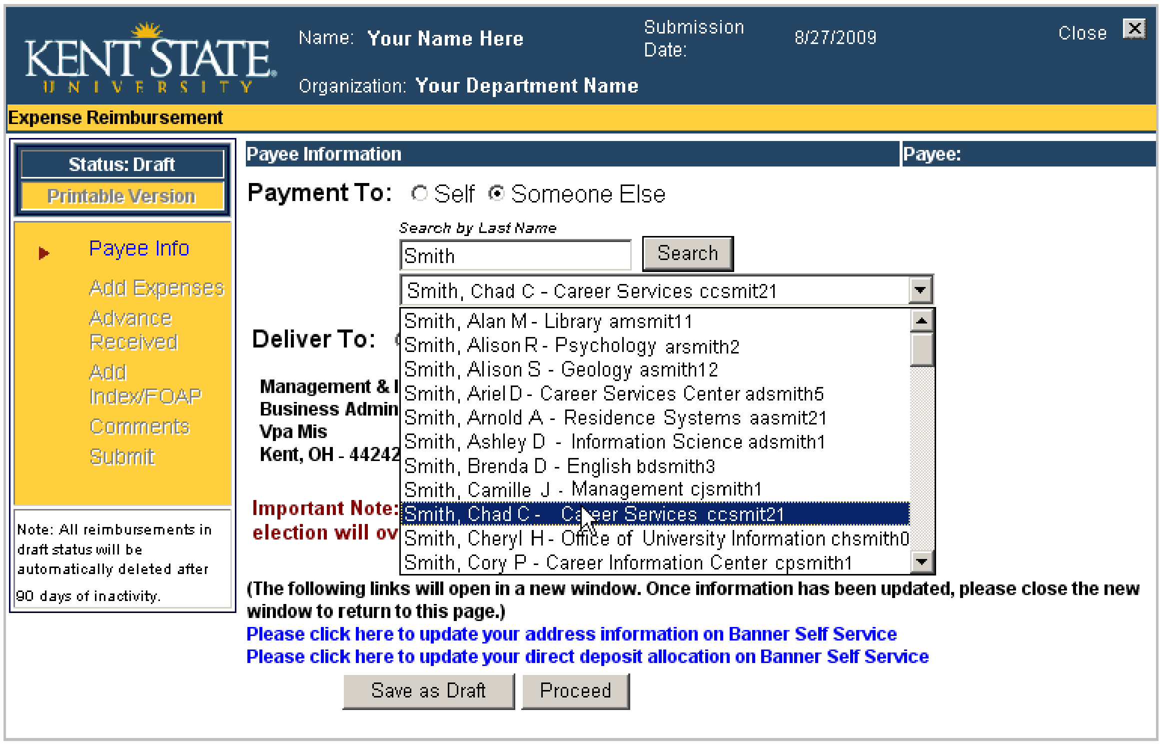


Begin a New Reimbursement Request



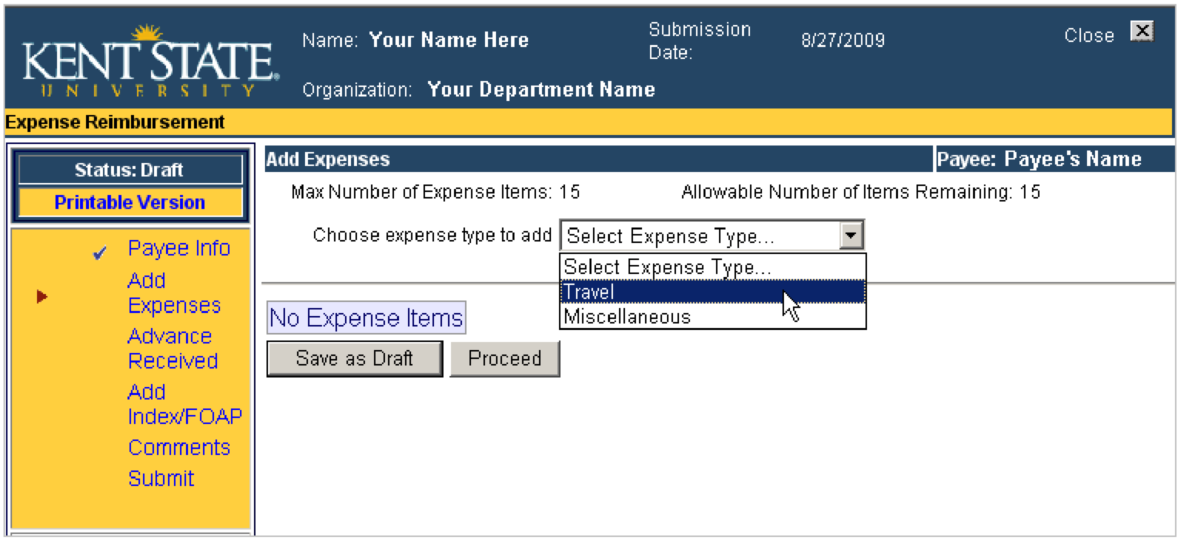
Step	Action
1	On the workflow menu page, click the checkbox **Begin a New Expense Reimbursement**. The Payee Information screen appears as above.
2	Identify the Payee – select **Self** if you are the payee; or **Someone Else**. All employees are able to initiate a reimbursement request and enter expense information. You may also initiate a reimbursement request on behalf of another employee.
3	If the employee will receive a reimbursement check, select the delivery address – the Payee's Department, or Home Address. *Note: If an employee has set up direct deposit for reimbursements, the payment will be deposited into their bank account. The Department or Home Address still must be checked here in order to Proceed.*
4	Click the **Save as Draft** button to save the reimbursement request and exit the workflow, or click **Proceed** to continue. From this point on, the reimbursement recipient's name and Flashline User Name appears in the **Payee:** header area.
Notes	An incorrect address can be updated by the Payee only. To correct your own address, click the link "*Please click here to update address on Banner Self Service*," log in and change your address, then restart an Expense Reimbursement request.

When Someone Else is the Payee



Step	Action
1	Select the button **Someone Else** to see the name search option.
2	Type the Payee's **Last Name** and click **Search**.
3	Click on the Payee's name in the list. From this point on, the Payee name and Flashline User Name appears in the **Payee:** header (marked with an arrow above.)
Notes	If a Payee's business (department) address is incorrect, ask the Payee to change the address in Banner HR Self Service. If the Payee is unavailable to make a business address change, route the reimbursement check to the Payee's home address. Send a reminder to the Payee to update his or her business address in Banner Self Service. If the Payee does not appear in the list, contact the Accounts Payable, or Human Resources. *If an employee has set up direct deposit for reimbursements, the payment will be deposited into their bank account. The Department or Home Address still must be checked here in order to Proceed.*

Add Expense Items

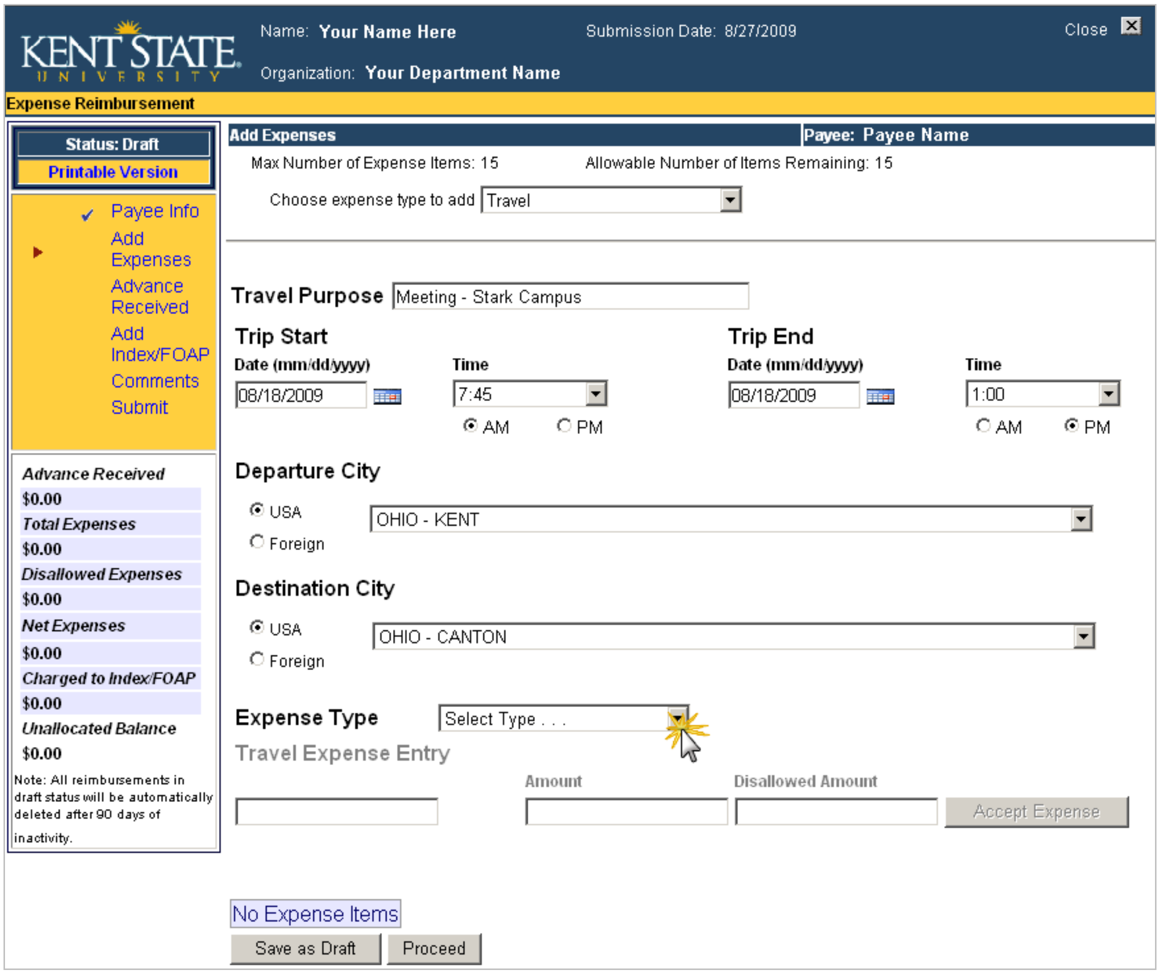


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>Notes</td><td>• You may add up to 15 individual expense items per reimbursement request.
• Each expense item is either a Travel or a Miscellaneous expense.
• You may include both types of expenses in a single reimbursement request.
• Expense items are entered one at a time.
• Type all dollar amounts with a decimal point and two decimal places, with no commas: 1200.00</td></tr>
<tr><td>1</td><td>Begin describing the first expense, by selecting an expense type
(Travel or Miscellaneous) from the upper menu.</td></tr>
<tr><td>2</td><td>A set of fields will appear to detail that type of expense.
Fill in the expense detail and click Accept Expense to save the item.
The item is added to a table at the end of the screen for editing or deletion.
<table>
<tr><th>Amount</th><th>Disallowed Amount</th><th>Description</th><th>Date</th><th>From/To</th><th>Expense Type</th><th></th><th></th></tr>
<tr><td>$16.50</td><td>$0.00</td><td>Meeting - Stark Campus</td><td>7:45 AM 08/18/2009
1:00 PM 08/18/2009</td><td>OHIO - KENT
OHIO - CANTON</td><td>Personal Car
30</td><td>Edit</td><td>Delete</td></tr>
</table></td></tr>
<tr><td>3</td><td>To enter another expense of the same type, fill in the fields with detail of the next expense and Accept Expense.

To enter a different kind of expense, you will return to the upper menu and select the other expense type, either Travel or Miscellaneous.

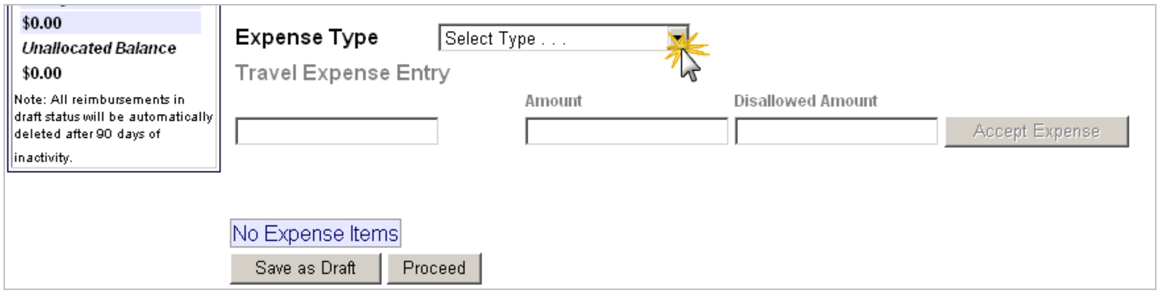
Details follow on how to complete the reimbursement request for different expense types.</td></tr>
</table>

Travel Expense Item Detail



Step	Action
1	Select **Travel** from the '*Choose expense type'* menu, and complete the **Travel Purpose**, **Trip Start/End**, and **Departure/Destination City** fields.
2	Type the **Date** (using the format mm/dd/yyyy) or click the calendar icon to select a date. **Once it is opened, you must click a date in the calendar tool.**
3	Pull down a T**ime** menu to select the hour, and click **AM** or **PM**.
4	Select a city. You may click in a city field and press a keyboard letter instead of scrolling the entire list (for example, press 'o' to jump to Ohio.) Find your city in the list. If your city is not listed, select 'Other' (Ohio—Other). A blank field will appear directly beneath, type in the city name.

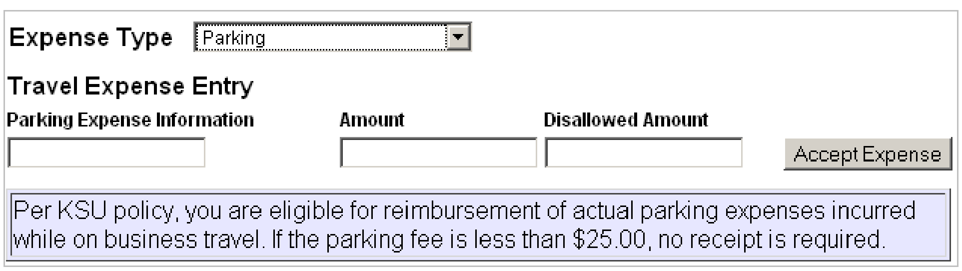
Travel Expense Item Detail, continued



5	Under **Expense Type**, select an expense from the menu. Complete the fields which appear beneath the menu by typing in the expense details.
6	Click the **Accept Expense** button. (**Do not** click the **Proceed** button.) The expense line item will be added to a table at the end of the page.
Notes	If you get an error message, correct the entry and click **Accept Expense**. Click **Save as Draft** at any time to save your changes.
7	Select another **Expense Type** for the same trip, or overwrite the **Travel Purpose**, **Trip Start/End**, and **Departure/Destination City** fields with a **new trip** and add expenses for that trip. Otherwise, return to the **upper menu** and select **Miscellaneous** to process another kind of expense.

Policy Tips

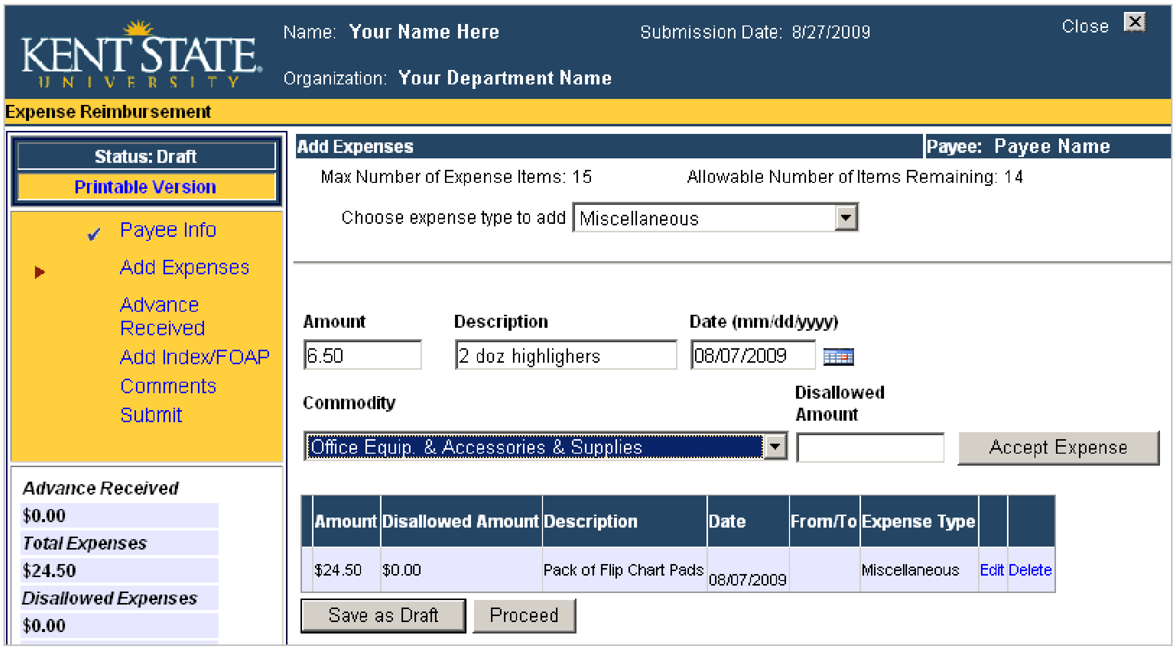
Travel policy tips appear below the Expense Entry when you select an **Expense Type**.



The requirements and policies described in this document are established by Accounts Payable. Your department may have additional requirements and policies which must be considered when completing a reimbursement request.

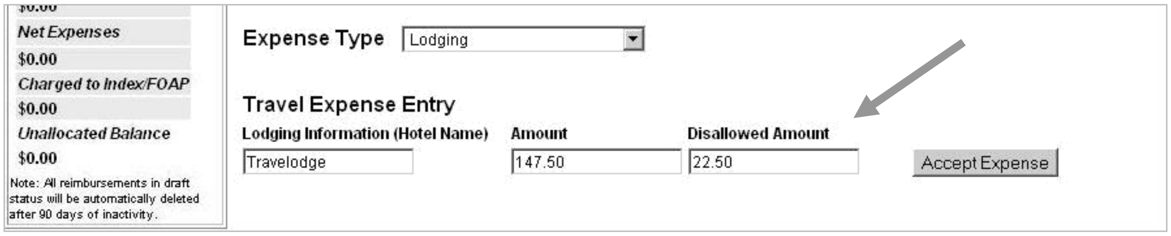
Check with your department secretary or business manager regarding additional requirements.

Miscellaneous Expense Item Detail



Step	Action
1	A non travel-related expense is entered as a **Miscellaneous** expense type. Enter the dollar amount, type a description of the expense, and type or select the expenditure date.
2	From the **Commodity** menu, select the best description of the item.
Note	Commodity information is not related to the Banner **Account** and does not appear in financial reporting. Commodity codes are used to track and negotiate commodity pricing with suppliers.
3	Click the **Accept Expense** button to save the expense. The expense will appear in a table at the end of the page for editing or deletion.
4	Do not click **Proceed** until all expense items are entered, or the limit of 15 expense item entries has been reached.
Note	If you enter Miscellaneous expenses totaling 2500.00 or more, you will see a warning that advises you to review the request against University policy, but you may submit the reimbursement request.

About Disallowed Amounts



The **Disallowed Amount** field is for the portion of an expense item which is not reimbursable under department or University policy.

Example 1: Your receipt for meeting supplies includes a personal snack and a newspaper. The entire receipt amount is entered in the **Amount** field, and the cost of disallowed items (the snack and newspaper) are added and entered under **Disallowed Amount.**

Example 2: Your hotel bill includes a Pay-Per-View sports event, room service breakfast, and a charge for personal sundries from the hotel gift shop. The bill total is entered in the Amount field. The total of your personal items is entered under Disallowed Amount. (Meals are reimbursed under meal per diems.)

Edit Expense Items

Amount	Disallowed Amount	Description	Date	From/To	Expense Type		
$33.95	$0.00	Training Presentation	7:30 AM 06/06/2007 1:45 PM 06/06/2007	OHIO - KENT OHIO - ASHTABULA	Personal Car 70	Edit	Delete

Step	Action
1	Accepted expense items will appear in the table at the end of the reimbursement request. Click **Save As Draft** as you work.
2	Enter up to a total of 15 expense items. You may combine travel and miscellaneous items in a single reimbursement request. As items are added to the table, you may **Edit** and **Delete** items by selecting these options.

About Lodging Expense Overages

Warning: Lodging exceeds 150% of the federal lodging per diem; comments are required on the *'Comments Page'*

Amount	Disallowed Amount	Description	Date	From/To	Expense Type	Lodging Overage		
$24.50	$0.00	Pack of Flip Chart Pads	08/07/2009		Miscellaneous		Edit	Delete
$6.50	$0.00	2 doz highlighers	08/07/2009		Miscellaneous		Edit	Delete
$655.20	$0.00	conference	5:45 AM 08/14/2009 3:00 PM 08/16/2009	OHIO - KENT OHIO - CINCINNATI	Lodging Radisson Covington	$319.20	Edit	Delete

Employees traveling on university business in accordance with University Policy will be reimbursed at the lodging facility's standard single room rate, including applicable taxes. However, the maximum lodging reimbursement should not exceed 150% of the federal lodging per diem for the specific country and city of travel.

Lodging expenses in excess of 150% of the federal lodging per diem must be approved by the appropriate executive officer. (The IRS lodging per diem tables are built into the Expense Reimbursement workflow.)

Should you enter a lodging amount that exceeds this limit, the warning pictured above will appear, alerting you to enter an explanation in the ***Comments*** section of the reimbursement request. The amount of lodging overage will appear in a new column provided for this purpose. This amount may be disallowed by a reviewer and/or an approver.

The new **Lodging Comments** field (right) appears in the ***Comments*** section when a lodging overage is entered.

Provide a comment which explains the reason for the additional expense incurred, which created the overage.

See p. 19 for more about *Comments*.

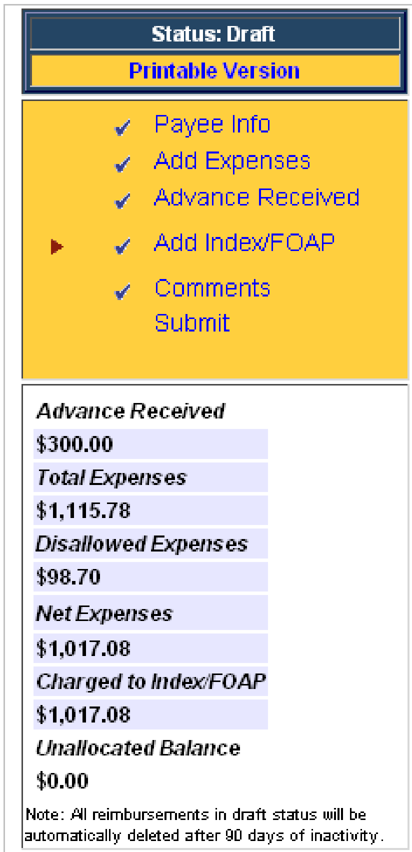
Lodging Comments (Max 250):

Comments are required: Lodging expenses are greater than 150% of allowable per diem rate

Example comments regarding lodging:

- The cost was the price of a standard room for the conference that was attended.
- A standard room was not available for the conference necessitating a more expensive room.
- The location of the meeting or the traveler's schedule necessitated the use of a more expensive hotel.

Navigation Menu and Expense Totals



Click **Printable Version** at the top of the navigation menu to open the document in a new window and print. Closing the print window will not affect the reimbursement request in progress.

Each section is flagged with a green checkmark in the menu as information is added to that section.

A red arrowhead indicates the section in progress.

The lower section is a status bar displaying running totals of expenses and allocations you have entered.

The Unallocated Balance figure must be $0.00 in order to send the reimbursement request onward to an approver.

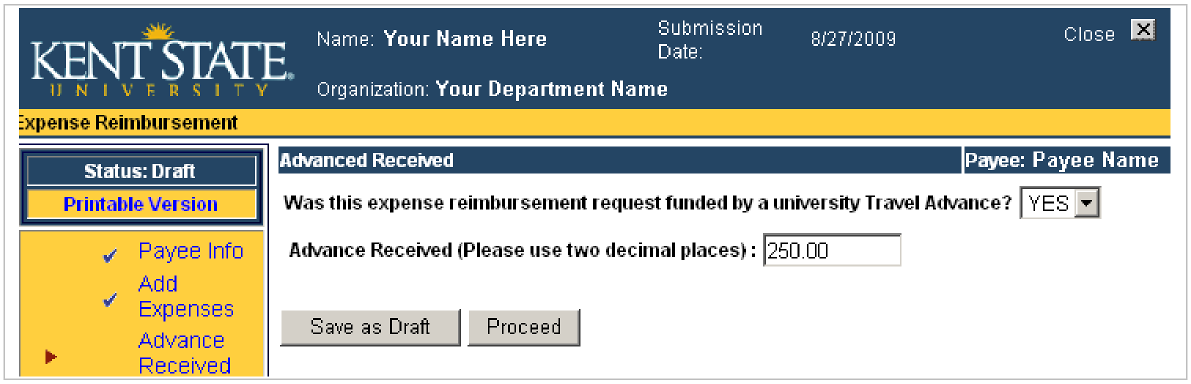
However, you may submit an incomplete reimbursement request to a **reviewer**. Check with your department secretary or business manager for directions.

It is important to proceed through the reimbursement request sequentially if you skip back to change the Expense, Advance, or Index/FOAP information. A change to an Expense or Advance will require adjustment of the Index/FOAP allocation to obtain a zero Unallocated Balance.

If you change data, be sure to click **Proceed** on each page to save and update each section, until you reach the Submit page.

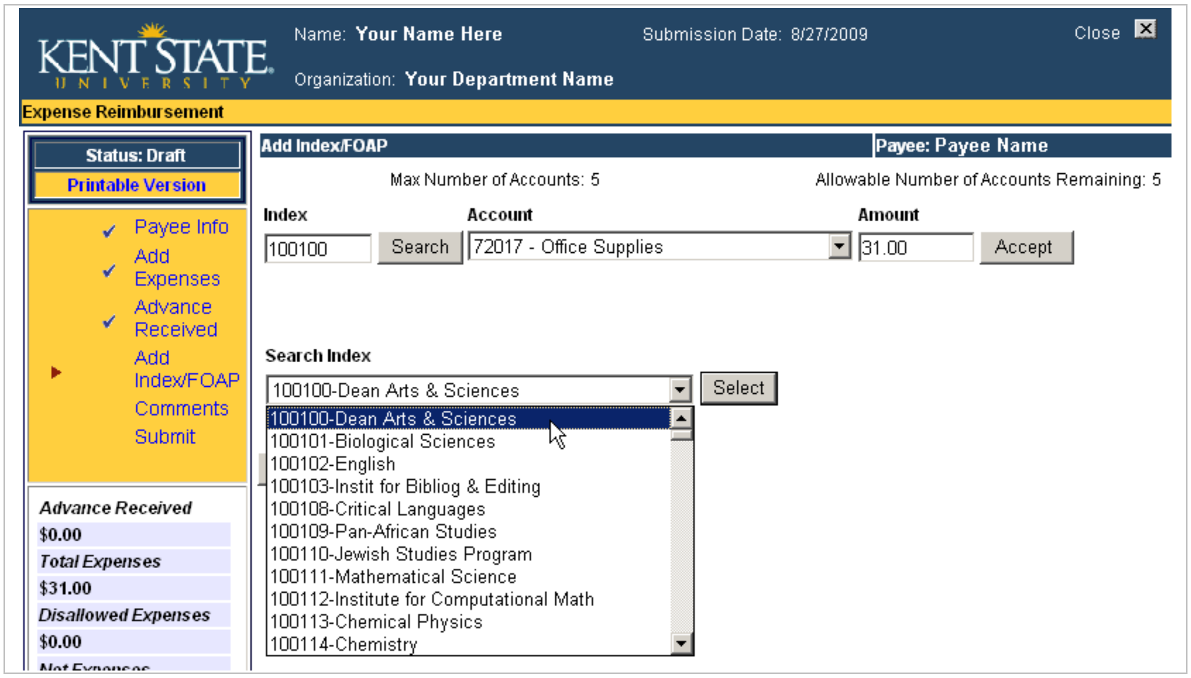
Note	**FOAP** is an acronym for “Fund, Organization, Account, Program,” the string of elements in the KSU chart of accounts that identifies a funding source.

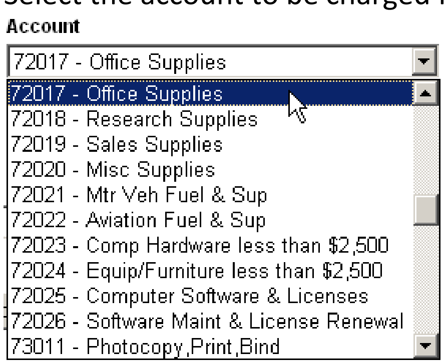
Travel Advance



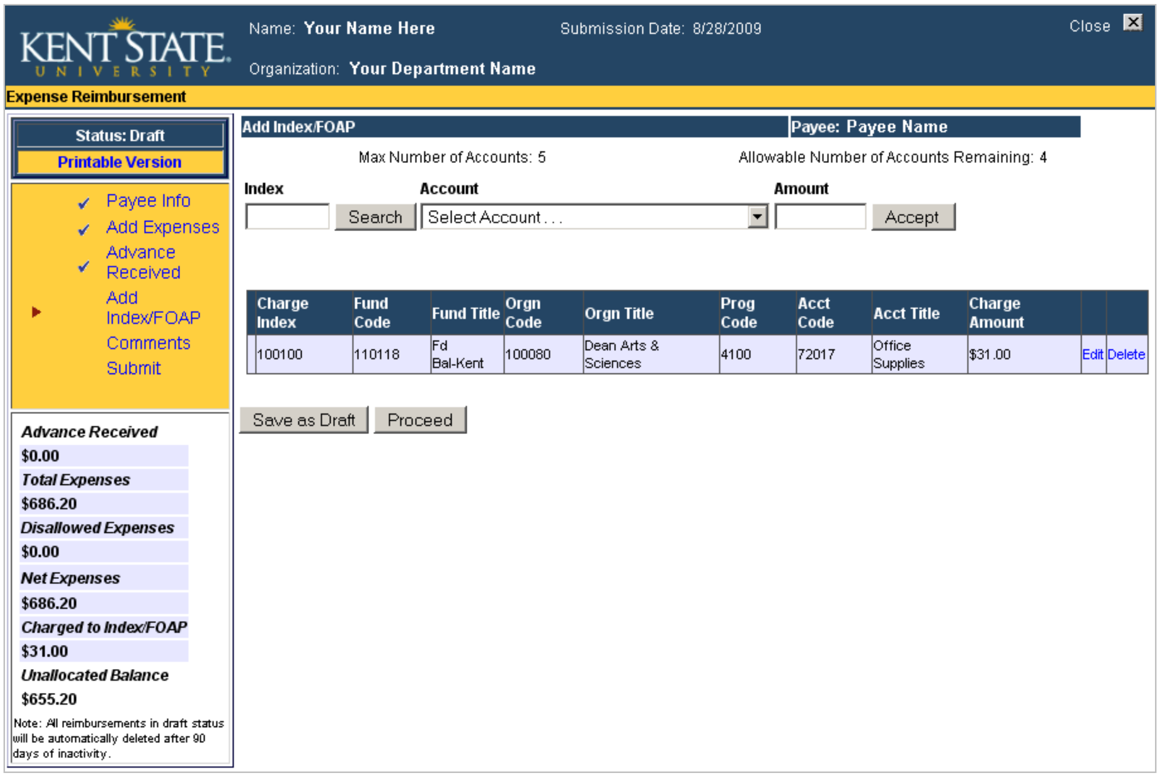
Step	Action
1	Answer the Travel Advance question by selecting **Yes** or **No** from the menu.
2	If you select **Yes**, type the amount of the Travel Advance received in the field that appears (type decimal point and two decimal places, with no commas) and click **Proceed**.
Note	The Travel Advance amount is included in the Unallocated total, because funds are identified to cover the advance in the next section of the reimbursement request. The advance amount is deducted from the reimbursement check or deposit.

Add Index/FOAP Information



Step	Action
Note	Some departments have you forward the request at this point to a designated reviewer, who completes the request for you. **To send the reimbursement request to a reviewer now, go to page 22, "Submit the Reimbursement Request for Review or Approval."**
1	Type the department **Index** number. To look up an Index number, use the **Search Index** menu, click the Index which is to be charged, then click the **Select** button.
2	Select the account to be charged from the **Account** menu. 
3	Type the dollar amount that is being charged to the Index and Account, and click. 
Note	Type all dollar amounts with a decimal point and two decimal places, with no commas: 1400.00

Financial Information Accepted

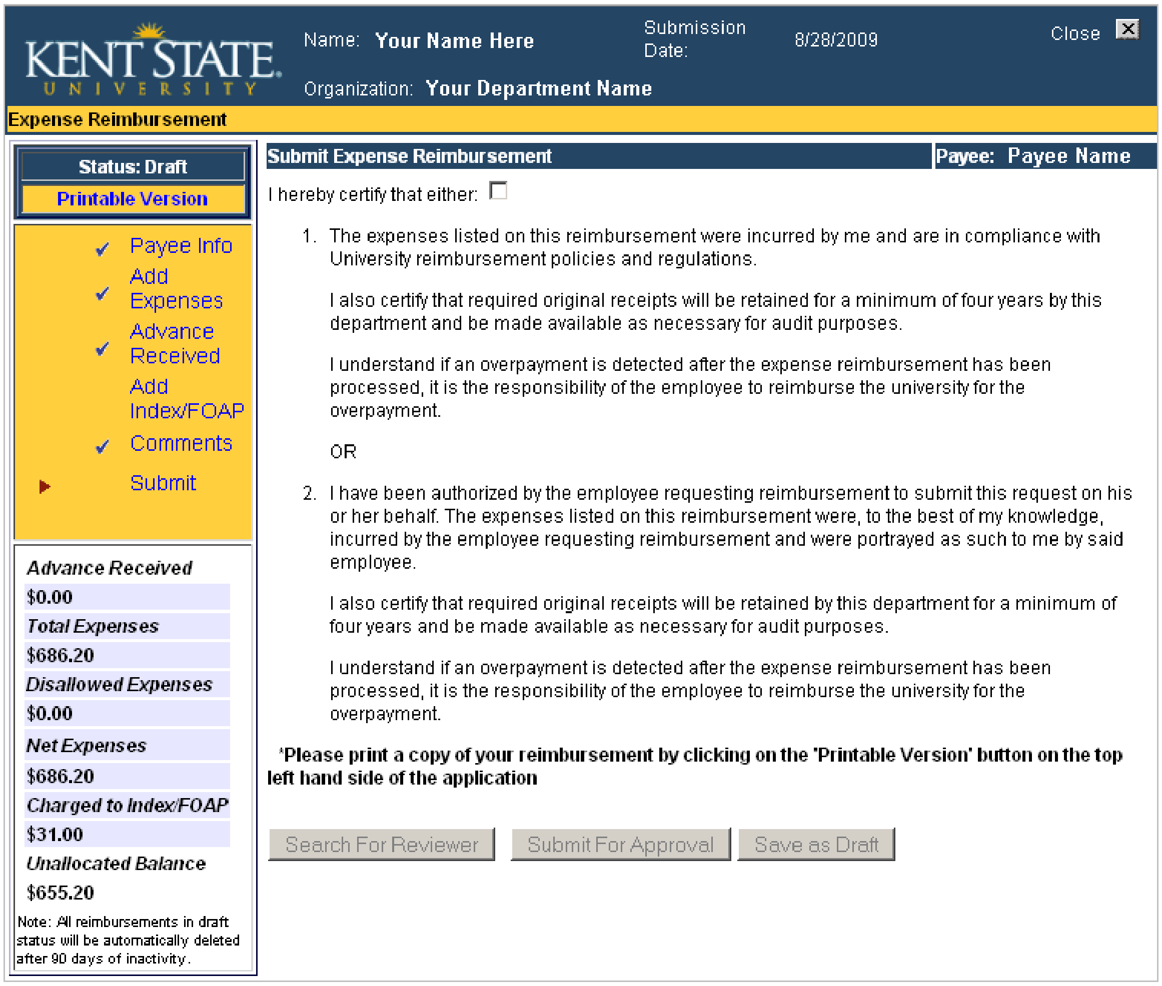


Step	Action
1	Accepted entries appear in a table at the end of the page for editing or deletion. You may **Edit** and **Delete** items by selecting these options in the table.
2	To allocate an expense item to another Index/Account, complete the Index, Account, and Amount fields again, and click **Accept**.
4	Click **Save as Draft** to save data as you work.
Note	You may allocate the expenses in a single reimbursement to a maximum of **five** different Index/Account funding sources.

About Comments

Step	Action
1	Click **Proceed** to advance to the **Comments** section.
2	Type a comment in the appropriate field, and click **Add Comment and Proceed**.
3	You may choose instead to click **Skip Comment and Proceed**, unless a lodging overage exists.
4	When a lodging overage is detected a warning message appears in the Expense Item section of the reimbursement request, directing you here. Provide a comment which explains the additional expense incurred.
Note	More than one comment may be added to a single reimbursement request. Comments will appear in a table at the end of the page. **Once saved, comments cannot be edited or deleted.**

Complete, Print, and Submit the Reimbursement Request



Step	Action
1	Click the **checkbox** at the top of the page to certify that you agree to the specified conditions.
2	Print a copy of the reimbursement request. Click **Printable Version** in the upper left-hand corner to view a printable layout.
Note	The **Status** area displays green check marks indicating sections which contain information. You may submit a reimbursement request for review even if some sections are blank. The reimbursement request must be complete, with $0.00 Unallocated Balance before it can be submitted to an approver.

Printable View

KENT STATE UNIVERSITY

Name: **Your Name Here** Submission Date: 8/28/2009

Organization: **Your Department Name**

Expense Reimbursement

Payment Information

Payment To:

Deliver To: BU

Expense reimbursement direct deposit election will override the 'Deliver To' location selected.

Status:

Expense Information

Change Indicator	Amount	Disallowed Amount	Description	Date	From/To	Expense Type
	$24.50	$0.00	Pack of Flip Chart Pads	08/07/2009		Miscellaneous
	$6.50	$0.00	2 doz highlighers	08/07/2009		Miscellaneous
	$655.20	$0.00	conference	5:45 AM 08/14/2009 3:00 PM 08/16/2009	OHIO - KENT OHIO - CINCINNATI	Lodging Radisson Covington

Index FOAP information

Charge Index	Fund Code	Fund Title	Orgn Code	Orgn Title	Prog Code	Acct Code	Acct Title	Charge Amount
100100	110118	Fd Bal-Kent	100080	Dean Arts & Sciences	4100	72017	Office Supplies	$31.00

Comments

Date	Name	Comment
08/28/2009	Your Name	Lodging Exceeded Comments: Suite reserved for candidate interviews.

History

Summary

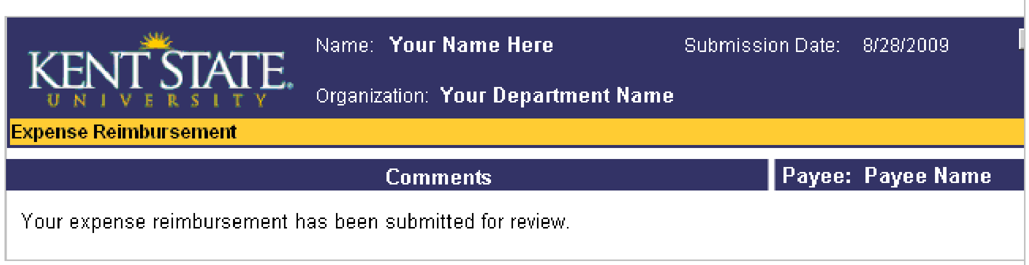
Advance Received	$0.00
Total Expenses	*$686.20*
Disallowed Expenses	*$0.00*
Net Expenses	$686.20
Charged to Index/FOAP	$31.00
Unallocated Balance	$655.20

Step	Action
1	The printable view of the Reimbursement will appear in its own window. Select **File** menu – **Print** in your web browser.
2	Close ☒ the print view to return to the reimbursement request.
Note	Attach original expense receipts to the printed copy of the reimbursement request and submit these documents to your approving authority.

Submit the Reimbursement Request for Review or Approval

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>Note</td><td>At this point you may choose to:

</td></tr>
<tr><td>1</td><td>Reviewers may change anything on a reimbursement request. If this is your preference, click Search for Reviewer to select a reviewer.</td></tr>
<tr><td>2</td><td>The Search by Last Name field appears. Type the last name of your reviewer and click Search.

</td></tr>
<tr><td>3</td><td>Click on the reviewer’s name and Flashline User Name in the list to select.
Click Submit For Review to send the reimbursement request to the person selected.</td></tr>
<tr><td>4</td><td>The approver’s ability to edit the reimbursement request is limited. Approvers cannot be selected by you. They are maintained within the workflow.
Click Submit for Approval to send the reimbursement request to the approver.</td></tr>
<tr><td>5</td><td>A message appears which confirms your choice of actions.

</td></tr>
<tr><td>6</td><td>Click the close icon  in the upper right-hand corner, or exit your browser.</td></tr>
</table>

View a Submitted Reimbursement Request (Historical View) or Open a Draft Reimbursement Request

1	Log in to **FlashLine** at www.kent.edu or your campus web page.	FlashLine Secure Login User Name Password
2	Click the **My Action Items** tab	My Action Items
3	In the **Workflow & Utilities** channel, locate the list of **Workflow** items. Click **Expense Reimbursement**.	**Workflow & Utilities** ... **Expense Reimbursement**
4	Click the blue link text **search for Historical Expense Reimbursements**.	Click here to search for Historical Expense Reimbursements
5	Type search criteria in the **name field.** For example, type part of a person's name, using **%** as a wild card character or type the refund amount using % signs.	Workflow Specific name: %Gilberto% Workflow Specific name: %$153.40%
6	When submitted, a reimbursement request is assigned a name which appears in e-mails. You can search by this workflow name.	Workflow Specific name: ER029301
7	You may specify a range of dates to search reimbursement requests begun within that time period.	Workflow Start Date Range: (mm/dd/yyyy) Workflow End Date Range: (mm/dd/yyyy) September, 2009 Su Mo Tu We Th Fr Sa 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26
8	Click **Search**.	Search
9	Search results appear in a list beneath the search criteria. Click **Select** to open a reimbursement request.	Select
Select	3263943 ER029301: Amount-$384.41, Payee-Francine Murphy, M.Ed., Creator-Julie Kennedy	started.running
10	The reimbursement request appears. The name of its current worklist owner is visible.	**Currently On The Worklist Of:** Sommers, Marcella
11	You may print the reimbursement request, or return to the Search Results to look up another reimbursement request.	<< Go Back to Main Menu
12	Reimbursement requests submitted for review or approval are seen in the Historical view. Open a saved Draft by selecting a draft from the drop-down list.	Select a Draft Expense Reimbursement:

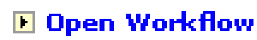
Open and Approve a Reimbursement Request

1 Log in to **FlashLine** at www.kent.edu or your campus web page.

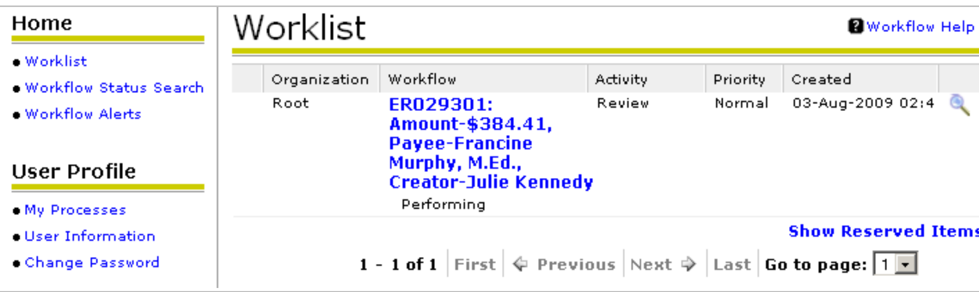
2 Click the **My Action Items** tab

3 Locate the **Worklist** (usually at upper right on this tab.)

4 Although you see a list of pending reimbursement requests in the **My Worklist** channel, always select **Open Workflow** for a full-screen view.



5 Expense Reimbursement names have the **ER prefix**, as seen in the example below. Click the Workflow **name** (seen in blue text on your screen) to open the reimbursement request.



6 See the next page for a picture of the reimbursement request in Approval view.
As an approver, you can change information on the reimbursement request as described below:
Payment Information – cannot be changed, return to sender for corrections
Expense Information -- may be edited
Index/FOAP Information – may add, edit, or delete information
Comments – may add additional comments
History – cannot be changed

7 If an expense lodging amount exceeds that allowed by IRS guidelines, you will see an alert message and a special column that highlights the amount of the overage:

Expense Information:

Note: Lodging exceeds 150%, please check comments

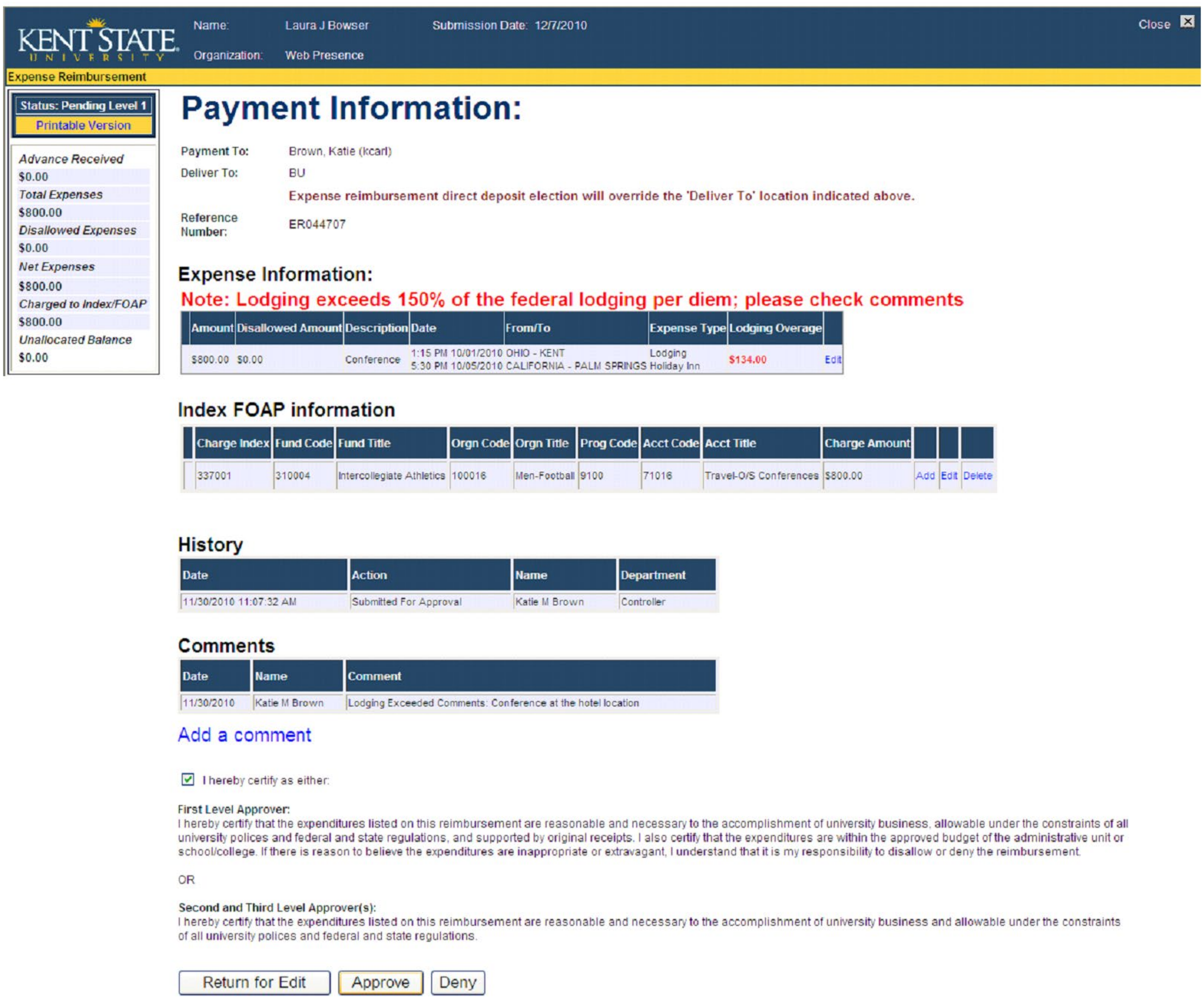
	Amount	Disallowed Amount	Description	Date	From/To	Expense Type	Lodging Overage	
*	$3,690.01	$0.01	conference	8:00 AM 02/01/2008 10:00 PM 02/11/2008	OHIO - KENT GERMANY - COLOGNE	Lodging hilton	$2,640.00	Edit

Check the **Comments** section for a required explanation of the overage. (See p. 19).

Comments:

Date	Name	Comment
03/31/2009	Katie M Brown	Lodging Exceeded Comments: Standard room charge for conference location

8	Click the **checkbox** at the bottom of the page to certify that you agree to the specified conditions.	
9	**Approve** sends the reimbursement request to the next approver. If you are the final approver, the transaction is fed to Banner for payment processing.	Approve
10	To request changes or corrections, add a **Comment** to explain why, and click **Return for Edit**.	Return for Edit
11	The **Deny** button is used to stop the reimbursement request. Add a **Comment** to explain why.	Deny
	The reimbursement request will not return to the initiator, nor will it pass to the next person in the workflow. Notification is sent and the stopped reimbursement request may be seen in the historical view.	
12	Confirmation of your action appears on the screen.	You have successfully approved this expense reimbursement.


Name: Laura J Bowser Submission Date: 12/7/2010 Close
Organization: Web Presence
Expense Reimbursement

Status: Pending Level 1
Printable Version

Advance Received
$0.00
Total Expenses
$800.00
Disallowed Expenses
$0.00
Net Expenses
$800.00
Charged to Index/FOAP
$800.00
Unallocated Balance
$0.00

Payment Information:

Payment To: Brown, Katie (kcarl)
Deliver To: BU
Expense reimbursement direct deposit election will override the 'Deliver To' location indicated above.
Reference Number: ER044707

Expense Information:
Note: Lodging exceeds 150% of the federal lodging per diem; please check comments

Amount	Disallowed Amount	Description	Date	From/To	Expense Type	Lodging Overage	
$800.00	$0.00	Conference	1:15 PM 10/01/2010 5:30 PM 10/05/2010	OHIO - KENT CALIFORNIA - PALM SPRINGS	Lodging Holiday Inn	$134.00	Edit

Index FOAP information

Charge Index	Fund Code	Fund Title	Orgn Code	Orgn Title	Prog Code	Acct Code	Acct Title	Charge Amount			
337001	310004	Intercollegiate Athletics	100016	Men-Football	9100	71016	Travel-O/S Conferences	$800.00	Add	Edit	Delete

History

Date	Action	Name	Department
11/30/2010 11:07:32 AM	Submitted For Approval	Katie M Brown	Controller

Comments

Date	Name	Comment
11/30/2010	Katie M Brown	Lodging Exceeded Comments: Conference at the hotel location

Add a comment

☑ I hereby certify as either:

First Level Approver:
I hereby certify that the expenditures listed on this reimbursement are reasonable and necessary to the accomplishment of university business, allowable under the constraints of all university polices and federal and state regulations, and supported by original receipts. I also certify that the expenditures are within the approved budget of the administrative unit or school/college. If there is reason to believe the expenditures are inappropriate or extravagant, I understand that it is my responsibility to disallow or deny the reimbursement.

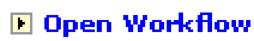
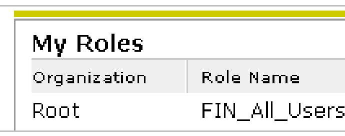
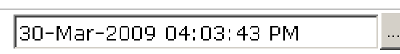
OR

Second and Third Level Approver(s):
I hereby certify that the expenditures listed on this reimbursement are reasonable and necessary to the accomplishment of university business and allowable under the constraints of all university polices and federal and state regulations.

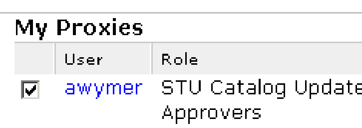
Return for Edit | Approve | Deny

Delegate Approval Authority to a Proxy Approver

- Only an approver can enable or disable his/her own proxy assignments.
- Proxy changes must be made from a KSU campus or Kent VPN computer.
- If the person you wish to designate does not have access to this workflow, access must be requested – plan ahead, as access requests take time to process.
- Your proxy does not receive e-mail notifications. They must check **My Worklist** often to see and process workflow items.
- A proxy sees only newly-submitted items, so complete any items pending in your Worklist.
- Contact the Help Desk for a VPN or Virtual Private Network account.

1	Log in to **FlashLine** at www.kent.edu or your campus web page.	
2	Click the **Action Items** tab	
3	Locate the **Worklist**, usually at upper right on this tab.	
4	Click **Open Workflow** for a full-screen view.	
5	Under the **User Profile** section (on the right side of the screen) click **User Information**.	
6	Look for the **My Roles** pane. Locate the Role Name **FIN_ALL_USERS.**	
7	Follow the Role entry to the rightmost column, and click **Add Proxy**.	
8	From the **User** list, select the FlashLine User Name of the person who will be your proxy.	
9	Select Effective From and Effective To dates, By clicking the ... button and selecting the start and end dates of the proxy assignment.	
10	Click the **Non-Confidential** checkbox.	
11	Click the **Save** button.	

Cancel a Proxy Assignment

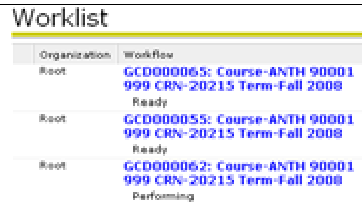
1	To cancel an assignment before the designated date, log in as above. Under **My Proxies**, check the assignment you wish to delete.	
2	Click the **Delete Selected Proxies** button.	

How Work is Shared Between Approver and Proxy

Approvers can designate at least one individual to be a proxy. The Approver enables or disables the proxy by following the instructions on the previous page. As soon as a proxy is enabled, he/she will see **new** items which appear in the Worklist.

A proxy cannot see older items in process that already appear on the Approver's Worklist.

Here is what approver and proxy see and do. (Examples below use Grade Change WF names.)

Situation	Approver Sees	Proxy Sees
The normal, everyday working arrangement. The proxy is not enabled, so cannot see Workflow items.		
The Approver enables a person as proxy. Both receive Workflow items and can take action.		
The approver has opened and closed an item, 'claiming' it. (**Performing** appears under the title.) ***The proxy can no longer see the Workflow item.***		
The Approver has released the item and it is available to both. (**Ready** appears under the title.)		

Release a Workflow Item to Your Colleague

When one person opens a workflow item, it vanishes from the Worklist of the other person. Either complete the item, or **release** the item to your workflow colleague.	
Click the magnifying glass icon seen in the rightmost column of the Workflow item listing. The Details screen will open.	
Click the **Release** icon. Now both individuals will see the item.