How to submit a reimbursement

FY101 Class Outings
$10 per student
Log in to BU Works and select ‘Travel and Expense Reimbursements’
Select ‘Manage Business Travel Arrangements and Reimbursements’
Once you are in Concur, select ‘Start a Report’
Report Name – FY101 Class Trip
Trip Purpose – Meeting
Travel Classification – Domestic
Start Date – Date of Outing
Cost Object – 1200480000
Traveler Type – Group
Destination – United States

Then click Next
Expense Type – most likely business meals (but whatever the expense type was)

Transaction Date – Date of Outing

Payment Type – Out of Pocket

Attendees – You must list all of the students as attendees (type can be ‘guest’)

Attach your receipt here first, and then click Save.

The itemization is not overly important here. It will auto divide the total among the guests, which is fine.
Make sure everything looks right, and submit your request. It will be sent to Stacy Ulrich for review, before the final check is cut and mailed to you.