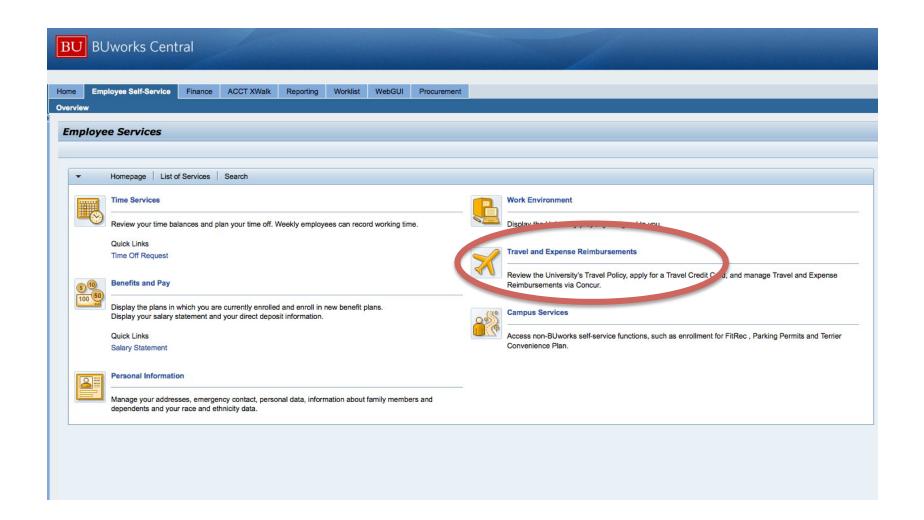
## How to submit a reimbursement

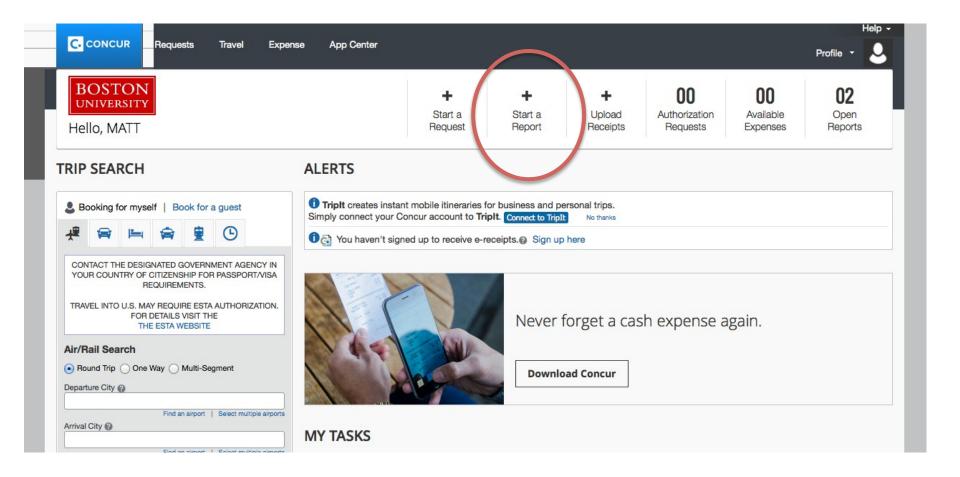
FY101 Class Outings \$15 per head



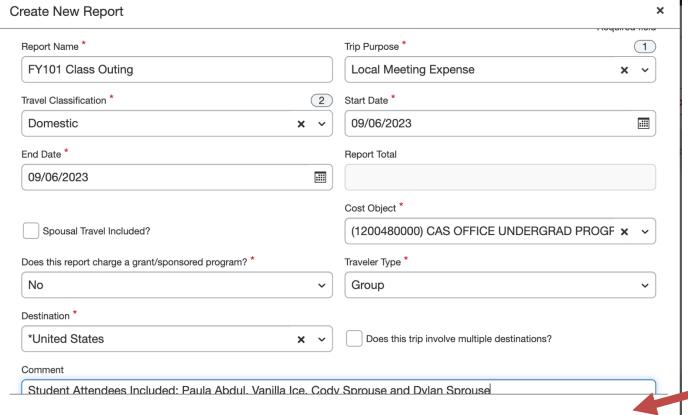
Log in to BU Works and select 'Travel and Expense Reimbursements'



**Select "Manage Business Travel Arrangements and Reimbursements"** 



Once you are in Concur, select 'Start a Report'



Report Name: "FY101 Class Outing"

**Trip Purpose: "Local Meeting Expense"** 

**Cost Object: 1200480000 (CAS Student Programs)** 

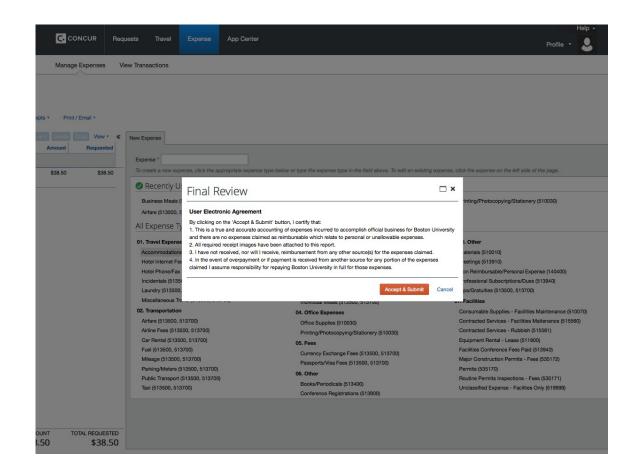
**Traveler Type: "Group"** 

Comment: Include the names of all of the students who

attended.

**Create Report** 

Then click, "Create Report"



Add the receipt, then check all details and choose "Accept & Submit". The report will go to your supervisor for approval first and then to Stacy. Sign up for Concur Direct Deposit first if you want the money to go straight to your checking account.