On NYU Home, click the "Work" tab.
Click the “GO” button in the AP Workflow widget.
Welcome to the AP Workflow homepage! To get started completing your reimbursement request click the 'Reimbursement' tab under 'Employee'.
Now, select the 'Approval Path' located at the top of the screen. Your approval path is 'GSAS Graduate Student Government'.
Enter your ‘Contact Name’ and ‘Phone’ number.

Enter the ‘Address’ where you would like your reimbursement to be mailed. To enter a new address, select ‘Select New Address’ in the Remit To field.

Make sure the ‘Budget Period’ is correct. It is 2020 between October 1st, 2019 until May 31st, 2020.

For the ‘Detailed Description’ field, type "Graduate Student Organization Grant"
Click the ‘+’ sign to add expenses to be reimbursed. Break up expenses according to their categories listed below:

Enter Fame ‘Account’ numbers to indicate expense type:
- 63109 = Copying and Printing Services
- 65182 = Food, Water, Utensils
- 65183 = Alcohol

The ‘Fund’, ‘Dept ID’, and ‘Program’ details are always the same:
- Fund = 10
- Dept ID = 94005
- Program = Q0149

Do not fill out the ‘Project’ field.

Enter the ‘Amount’ of each expense here. If you have multiple expenses, you must enter them separately.
Enter the total amount to be reimbursed in the 'Remit to Employee' field.

Click the 'Miscellaneous' button to add a more detailed description for each expense you added under 'Expense/Account Detail Information'. This step is mandatory.
Enter said detailed descriptions of expenses in the ‘Description’ field. Be precise and exact.

Click ‘Save Miscellaneous Information’ to continue.

Click ‘Preview’ to review your reimbursement request.
After you review that all information is correct, click 'Preview & Submit'.
Scroll all the way down to the bottom of the screen.

Click here to upload receipts and any relevant information regarding the expense. You must include all itemized receipts to be reimbursed in full.
In the ‘Description’ field, type in a clear description of the attachment.

When you are ready, click ‘Submit’ to complete the form!
The reimbursement confirmation page will create a barcode and request number. You will also receive an email confirmation via your NYU email.

You can expect to receive email notifications as your request goes through the approval process.