To begin, click the Work tab on your NYU Home page.
Open the Administrative Systems tab if it is not already open.

Next, you’ll click the AP Workflow link located under Additional Services.
Welcome to the AP Workflow homepage! To get started completing your reimbursement request click the **Reimbursement** tab under **Employee**.
Click ‘OK’ to continue.

You are now creating a new EMPLOYEE REIMBURSEMENT Request. Select an APPROVAL PATH to begin.
Now, select the Approval Path, located at the top of the screen. Your approval path will be ‘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 will be 2016 between September 1st, 2015 until August 31st, 2016.

For the **Detailed Description** field, type “Organizational Student Life Grant”.

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- **Payee Information**
  - Vendor ID: 0000414663
  - Vendor Name: Chad McAllister Attenbo
  - Remit To: [Select an Address]

- **Invoice Information**
  - Budget Period: 
  - Outstanding Advance: (None)
  - Detailed Description: 

- **Expense/Account Detail Information**
  - Account: 
  - Fund: 
  - Dept/ID: 
  - Program: 
  - Project: 
  - Amount: 0.00

- **Distribution Information**
  - Remit to Employee: 0.00
  - Distribution Total: 0.00

- **Support Detail Information**
  - Travel: 0.00
  - Business Meals: 0.00
  - Miscellaneous: 0.00
  - Support Total: 0.00
Click here 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
- 63445 = Tickets
- 65182 = Food & Utensils
- 65183 = Alcohol

The Fund, Dept ID, Program details are always the same:
- Fund = 10
- Dept ID = 94005
- Program = SC011

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 of the expenses. This step is mandatory.
Enter said detailed descriptions of expenses in the Description field. Be precise and exact.

Click ‘Save Miscellaneous Information’ to continue.

You may click Preview here to review your reimbursement request.
After you review, click the **Preview & Submit** tab here.
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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/2021</td>
<td>Tickets for the event</td>
<td>27.27</td>
</tr>
<tr>
<td>09/09/2021</td>
<td>Food for the event (deli)</td>
<td>144.64</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>171.91</td>
</tr>
</tbody>
</table>
In this Description field, type in a description of the expense.

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.