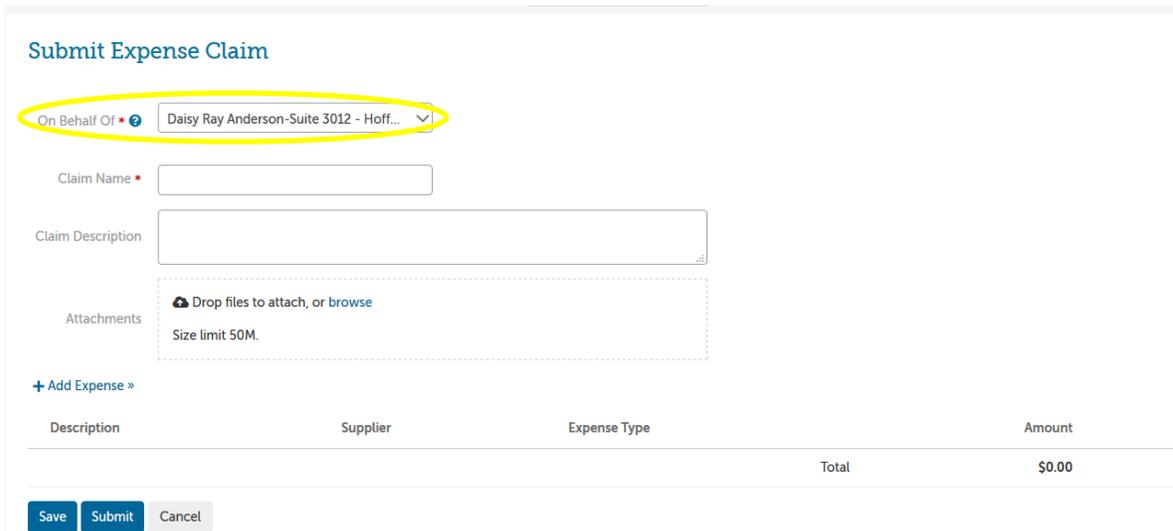


MC OneSource offers the ability for an employee to enter an expense reimbursement request on behalf of another employee. If this is something you need to do, please contact Procurement Services so your user profile can be set up with this role and the employee can be added to your group. You will be notified via email when the setup is complete.

- On the Submit Expense Claim screen, On Behalf Of is the first box. Your name defaults in this box. If you do not see this box, you are not set up with the on behalf of role. Please contact Procurement Services.



**Submit Expense Claim**

On Behalf Of \*  Daisy Ray Anderson-Suite 3012 - Hoff... ▼

Claim Name \*

Claim Description

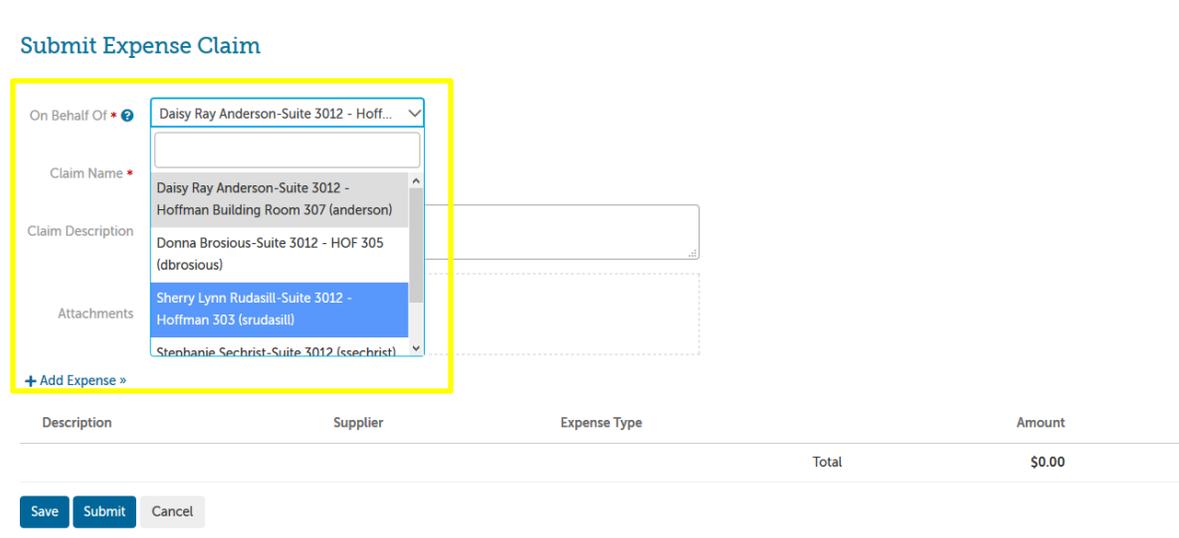
Attachments  Drop files to attach, or [browse](#)  
Size limit 50M.

[+ Add Expense >](#)

Description	Supplier	Expense Type	Amount
Total			\$0.00

[Save](#) [Submit](#) [Cancel](#)

- To enter a claim for another employee, click on the drop down arrow and choose the appropriate employee's name from the list. If you do not see the name you need, it is not part of your group. Please contact Procurement Services to have it added.



**Submit Expense Claim**

On Behalf Of \*  Daisy Ray Anderson-Suite 3012 - Hoff... ▼

Claim Name \*

Claim Description

Attachments

[+ Add Expense >](#)

Description	Supplier	Expense Type	Amount
Total			\$0.00

[Save](#) [Submit](#) [Cancel](#)

- After the appropriate employee's name is selected and displayed in the On Behalf Of box, proceed with entering the claim. Instructions can be found [here](#). **This step is extremely important, if your name is in the box, you will receive the reimbursement.**

Submit Expense Claim

On Behalf Of  Sherry Lynn Rudasill-Suite 3012 - Hoff... 

Claim Name \*

Claim Description

Attachments  Drop files to attach, or [browse](#)  
Size limit 50M.

[+ Add Expense >](#)

Description	Supplier	Expense Type	Amount
			Total
			\$0.00