Enter a Reimbursement Request

- Log in to McOneSource [https://messiah.unimarket.com](https://messiah.unimarket.com)
  - Log in link available on the Procurement Services website.
  - Log in link available in FALCONlink.
- Click on the module drop down menu and select Expenses.

- Select Submit Expense Claim from the hamburger menu at the top left of the blue menu bar.

- If submitting an expense claim on behalf of another employee, choose their name from the drop down list in the On Behalf Of box (you will only see this box if you have the ability to submit a claim on behalf of another employee)
- **Claim Name** box – list the business purpose for the expense – it should provide all 5W information (who, what, where, when, why). If submitting a single expense, use a specific name like Mileage – Mechanicsburg to Dover, Christian College Conference, Dover, DE – 7/6 – 7/10/17. If submitting multiple expenses from one event or trip, give a general name like Christian College Conference, Dover, DE - 7/6 – 7/10/17
- **Claim Description** box – give additional details about the event if appropriate
- **Attachments** box – add a general attachment about the event if appropriate – receipts will be attached in another location
Click Add Expense >>

- **Description** – enter a description of the expense, for example mileage, or decorations
- **Expense Type** – choose the appropriate expense type from the drop down list, if not listed, choose other
- **Expense Date** – select the actual date of the expense – this should match the date on the receipt or the date mileage was driven
- **Supplier** – enter the name of the supplier – this should match the name on the receipt – if mileage, enter the employee’s name
- **Organization Unit** – leave blank
- **Rate** – enter the number of miles traveled – must be a whole number (this is for mileage claims only)
- **Amount** – enter the amount of the reimbursement (for mileage reimbursement this is automatically calculated on the rate line)
- **Category** - leave blank
- **Attachments** – attach an itemized receipt for the expense, it should show the date, supplier name and the specific items purchased - for mileage attach internet mapping printout or travel log (if using odometer readings, this will be entered later)
- **Account Code** – enter the appropriate org – account – activity code – the account code should prepopulate based on the expense type chosen above, if incorrect, delete it and add correct account code
- **Receipt** – Check the box indicating a receipt for the expense has been attached
- **Additional Information** – Include additional information as necessary
- **Mileage Reimbursement Information** (mileage reimbursements only)- enter beginning and ending dates of travel, check the box showing that mileage substantiation information has been attached or odometer readings have been entered and select the appropriate mileage exclusion statement. There is also a box for additional information at the bottom if necessary.
- **Meal Information** (meal reimbursements only) – enter the names of all Messiah College employees who attended the meal, the name and position for attendees from outside the college, and the total number of students who attended, check the box showing that an itemized receipt for the meal has been attached
• Click **Add** – To continue adding expenses related to the same event, click **Add More** instead and an empty Add Expense box will be displayed, enter the appropriate information.

• To add an additional expense from the **Submit Expense Claim** screen, click on **+Add Expense** and follow the process above.

• When all expenses related to the event have been entered, they will be displayed in the box at the bottom of the Submit Expense Claim Screen.

• Click **Submit** to submit the expense reimbursement for approval and processing – the expense claim will be displayed on the screen. Clicking **Save** saves the claim for you to complete later.
Expense claims will show as pending in the State column until approved
View the approval history by clicking on App History next to a specific claim

To view expense claims already entered in MC OneSource:

- Click on the module drop down menu and select Expenses.
- Select View Expense Claims
• Claims for the last 90 days will be displayed. Change the timeframe by using the drop down arrow in the Period box.
• Reveal additional search options by clicking on the center of the screen.
• Expense claims can also be viewed from the Expense Claims box on the dashboard.
• Click on the **expense claim number** to view details