

Reimbursement Payment Request Submitter's Guide (for Students)

Starting a Request

Single sign-on Web Authentication is required when accessing Finance Center eForms. You will be prompted to log-in using your Dartmouth NetID and password, if you have not been prompted to authenticate previously with another College system. You will remain logged in until you have closed all your browser windows.

1. Go to: https://www.dartmouth.edu/finance/forms-policies-systems/forms_library/eformlibrary.php
2. Select: Payment Request eForm
3. Who Are You Paying? – Select **Dartmouth Student**
4. What Type of Payment? – Select **Travel/Business Expense**

Payment Request Guidance

Who Are You Paying?

Dartmouth Employee

Dartmouth Student

Vendor

Other

Cancel

What Type of Payment?

Travel/Business Expense

Other Payment

Payables Advance

Student Prize & Award

Sections of the Payment Request eForm

* indicates a required field

PAYMENT REQUEST

Request number is
Unique to each eForm

Request 1175313

Date Submitted

06/21/2023

Submitter

Barton, Debra L

Department

Geisel Finance Center

Finance Center

Geisel Finance Center

Enter Last Day of Travel or
Receipt Date for Invoice Date

Student Submitters will need to select a Finance Center

Invoice Date

Expenditure Date (for PTAE0 validation)

Provide a concise Business Purpose (see example)

Legal Payee Name*

Business Purpose (will display on check)*

Enter the Student's name, last name first to populate a list of values
from the Dartmouth Banner system

Trip to NACUBO Conference

GL/OGA Description (if different from Business Purpose)

Pay To

Payment Method

Payment Type

Travel/Business Expense

Payment Amount

I have expenses to report that are for (select all that apply):

Non-Travel

Travel

Payables Advance

Accompanying Individuals

Consult the [Business Expense Policy](#) to obtain
current source for per Diem rates.

Be sure to select at least one (Non-Travel, or
Travel) and others that may apply in this section

Sections of the Payment Request eForm

Travel/Business Expense

I have expenses to report that are for (select all that apply):

Non-Travel

Travel

Consult the [Business Expense Policy](#) to obtain current source for per Diem rates.

If Travel is selected,

this section will populate

Payables Advance

Accompanying Individuals

Enter City, State or City, Country

Travel Destination*

Meal Reimbursement

Actual

Mileage

Start Date*

Enter total miles ONLY if requesting mileage reimbursement



Sections of the Payment Request eForm

New Payee/Address



New Legal Payee Name/Address*

New Company Name and Contact Email Address

All student addresses must be maintained by the student in the Student Banner System. The Finance Center cannot update student addresses

Chart Strings

#	Chart Type*	Chart String*	Nat. Class	Amount*
1	GL String	GL String*		
				Total: 0.00

Add Additional String

Department Administrator Access

Department Administrator Additional Access

Check box if chart strings above are outside your Department or if this request does not use any chart strings

Nat Class 8148 (domestic) or 8118 (foreign) can be used for all travel instead of breaking out individual Nat Class codes. 8161 Conference Registration Fees and 8202 Entertainment Alcohol MUST ALWAYS be broken out.

Special Handling

Reason

Required receipts: Documentation includes receipts, canceled checks or bills marked paid by the vendor, etc. If any single business or travel expense is less than \$75.00, documentation is not required, with the following exceptions. The following types of expenses require documentation regardless of amount: Business entertainment expenses require documentation including business purpose and participants, and Lodging expenses.

Attachments

Attach all required receipts.

Add Attachment

No Documents are attached to this form.

Approvals

Must be approved by the student (click on "I Approve") and the Dartmouth employee who has financial responsibility for the chart string to which the expenses will be charged. (Enter the name of employee, last name first to populate, and click on "Add This Approver")

No Approvers are currently on this form.

Approver Last, First

Add This Approver

I Approve

I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

Sections of the Payment Request eForm

Other Instructions/Comments

Central Use Only

Fiscal Year

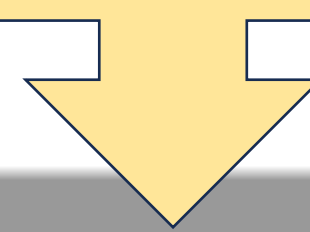
GL Date

Pay Alone

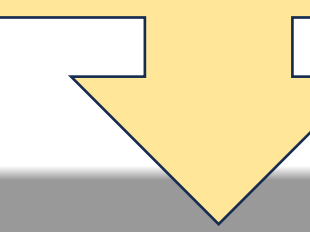
AP Batch Name

Finance Center Comments

Click on **Save Without Submitting** if you need to save the e-Form for submission on a later date.



Click on **Submit** if the e-Form is complete and ready to submit for approvals and Finance Center processing.



Save Without Submitting

Submit