

Faculty Enrichment Fund Reimbursement Process: After hosting your event, please submit an expense report and all required documentation through the OneSource Financial Management System.

- 1) Visit onesource.uga.edu and click the red **UGA Financial Management System** button under the Login header.
- 2) Enter your MyID and password.
- 3) Click the **Expenses** tile.
- 4) Click the **Create Expense Report** tile.
- 5) Under **Business Purpose**, choose **Non Travel Reimbursement** from the dropdown.
- 6) In the **Description** field, enter **Faculty Enrichment Fund Reimbursement**.
- 7) Leave the **Travel To** field blank.
- 8) Leave the **Reference** field blank.
- 9) In the **Accounting Tag** field, enter **57SFEEF**.
- 10) Click **Add Expense**.
- 11) In the **Expense Type** field, enter **F-Business Entertainment**.
- 12) In the **Description** field, enter **Faculty Enrichment Fund**.
- 13) In the **Payment** field, leave “Employee Paid” as displayed.
- 14) In the **Amount** field, enter the **total amount spent**.
- 15) In the **Merchant** field, leave “Non-Preferred” as displayed.
- 16) In the **Non-Preferred Merchant** field, enter the **location where the food was provided** (ex. Cali-N-Titos)
- 17) In the **Billing Type** field, leave as displayed.
- 18) In the **Expense Location** field, enter **Georgia**, then select **GEORGIA US, Athens-Clarke** from the pop-up menu.
- 19) Click **Attach Receipt**.
- 20) Click **Add Attachment**.
- 21) Click **My Device**.
- 22) Find the saved document(s) on your device, then click **Open**.
- 23) Click **Upload**.
- 24) Click **Done**.
- 25) In the **Description** field, enter **a brief description of the attachment**.
- 26) Repeat steps 24-29 to attach additional documents if needed OR click **Done**.
- 27) In the **Amount** column next to your name, enter the total amount spent.
- 28) Click **Save**.
- 29) Click **Review and Submit**.
- 30) Click the **Submit** button.
- 31) A dialog box confirms your decision to submit the Expense Report. Click the **Submit** button to complete the submission. The Expense Report has been submitted for approval.

If you have any questions or receive any errors, please contact your department's business manager for assistance.