PAYING DARTMOUTH STUDENTS

Travel/Business Expense

When you select the Travel/Business Expense button, it will bring you to the Travel/Business Expense Payment Request form. Unlike Dartmouth employees, Dartmouth students are not processed through iExpense. This is the form to use when you have any business expenses and/or travel that needs to be reimbursed, or processed in order to clear out a cash advance. We'll go through the form, section by section.

Submission Details

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.

Payee Name and Business Purpose

The next section is who we are paying, who will approve the expense, and the business purpose. Keep in mind that the business purpose needs to be descriptive enough to pass an audit and make it clear *why* the college should be covering the expense. Simply stating "hotel expenses" or "business lunch" is not sufficient. Better examples would be "Lodging during NCURA 2017 conference", and "Lunch w/ interview candidate".

Click into the field for student payee/approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

Occasionally students may not be in the system. Keep in mind what you type must match their legal name in order to find it. But if they are a new student and you cannot find the name, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

You'll also note if there are multiple address options, you'll see their name multiple times. For example, Jamilla (image below) has a Hinman box, and a home address to select from. For confidentiality reasons though, the address will not actually display for verification. Noting the exact address you want it mailed to in the comments field (this is another section at the bottom of the form) is advised.

Select the payee, and type in the business purpose to describe the payment. Once a name is selected, the Pay Site Code and Payee Type will populate for you.
You'll see that it displays the payee name, the type of payee they have been categorized as, the first line of the mailing address associated with it, and then the Town and State. Click to select your payee/address from the list, and it will show what you have selected.

Payment Type
The next section is the Payment type, and Amount. Typically in other forms you needed to select the pay type from a dropdown (a generic format across the Payment Request forms that isn't necessarily applicable to what you are processing).

Normally the dropdown looks like this:

Since you selected the Travel/Business Expense button, it has automatically defaulted the proper fields into the form for you, so it will already have selected Travel/Business Expense. All you need to do is fill in the dollar amount to be processed.

Expense Reporting
The next section is to describe the types of expenses that are included within the form that need to be processed. With each box you click to check mark, the e-form view will change slightly. Below is an example of what it looks like - every box was clicked to demonstrate all the changes (you can un-click and the changes will revert back):

- Click Non-Travel if you had supplies, memberships etc.
- Click travel for any business trip expenses, and it will open three more fields - you will need to fill in the destination that you traveled to, the date that the travel began, and whether you will be asking for
meals actual, or per diem meals. **When you click Per Diem one more field will appear**, asking for the last day of the travel.

That date span would be used for your per diem reimbursement, so you need to include comments (another section, bottom of form) to tell us what actual days/meals to include. If travel did not begin till 4pm, then the first day of travel should not include breakfast and lunch as part of your per diem reimbursement. If meals were covered as part of a conference, please let us know so those meals can be removed from the per diem reimbursement.

- Click Corporate Card when there are receipts within the report that we need to clear, that should not be reimbursed to you personally since the college is paying it directly.

- Click Cash Advance if this travel is linked to an open Cash Advance that you need to reconcile. This will open up two more fields so that you can include the Cash Advance number, and the amount of the advance.

- Click Accompanying individuals and one more field will open so that you can note who was included/whose expenses you may have covered as part of your travel/activity. If this was a larger identifiable group, such as a student group, or search committee, please note the group name for audit purposes.

**Address**

Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, but for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:

The most it will display (whether Home OR Hinman) is the City & State. If the student has moved you may have a general idea that the address the system is defaulting to is NOT correct, but you will not be able to tell for Hinman.

**New Payee/Address**

If it appears the address may not be correct, or if maybe you have a new student, you would check the box directly below the Address section, the New Payee/Address section and enter the info there.

Again, this is a generic field across the Payment Request forms. A student will not need any of the New Vendor Forms mentioned to the right. It also mentions Employees and use of the self-service portal, though here we are paying a student.
Chart Strings

The next section of the form is for Chart Strings. The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the payment you are making. As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.

Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors can still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.

Once you have selected your Chart Type and entered a functional Chart String, fill in the Amount field to the right. You may fill in the Natural Class field if you know it, but this field is not required. For Student and Visitor Travel Expenses, two natural classes have been added, to minimize the need to itemize between expense types:

- 8118 for Non-Employee Foreign Travel
- 8148 for Non-Employee Domestic Travel
Note: If you do not know the total amount of the reimbursement, please enter $1.00 and the finance center will calculate this total for you.

For any special instances please include notes in the comment field at the bottom of the form.

Department Administrator Access
The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it’s not your chart string. You can also use either your GL org, or if you need to, a PTAEIO award number.

Special Handling
The next section is for if there is any special handling needed. Again, this is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. It is not expected that there would be any need for special handling for a student reimbursement. If there were extenuating circumstances, the Reason for the special handling will need to be noted.

FYI – when you click wire transfer, more fields will open

THOUGH MOST LIKELY STUDENT PAYMENTS WOULD NOT BE WIRED!
Attachments

The next section is where you would add attachments. It could be receipt copies, or anything else relevant to the expense where documentation would be helpful. Don't forget, receipts under $75 are not needed UNLESS it is relocation, lodging, entertainment or gifts. Those require a receipt regardless of the dollar amount. (*Note that the athletics department will need to provide all receipts due to NCAA rules.*)

Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options - select whichever description is closest and add the attachment. For travel, you do not need to separate them out, if you have one pdf that contains the Cash Advance, Registration and other various receipts, simply load the single pdf.

Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:
Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.

Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

![Attachments](image)

**Approvals**

If you are the submitter and have signature authority, you are able to click the “I Approve” button. If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

*Note: If you are uncertain of the reimbursement amount and entered $1.00 in the amount field, do not add an approver until the amount field has been finalized by the Finance Center.*

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.

Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.
As we mentioned earlier, it might be best to note the address you want this mailed to within this section, for example, "Please mail to HB 0184".

Finally, there are the three e-form actions button at the bottom for the form:

- **Save Without Submitting** - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- **Submit** - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- **Close without Saving** - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

**Other Payment**

The Other payment form is used to process non-travel, non-payroll items for a student. Examples would be a refund, or the payment of awarded internships/fellowships/scholarships, as these are not considered employment based payments. *Note that this is NOT the same as the Student Prize and Award form. That form should be used for actual prizes awarded to students, whether they be cash or non-cash prizes, typically as part of the annual Graduation Ceremony.*

**Submission Detail**

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.

**Payee Name and Business Purpose**

The next section will ask for the Payee Name and business purpose. Keep in mind that the description should explain what we are paying and why.

Click into the field for student payee/approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

*Occasionally students may not be in the system. Keep in mind what you type must match their legal name in order to find it. But if they are a new student and you cannot find the name, leave the Payee blank, and check mark the New*
Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

You'll also note if there are multiple address options, you'll see their name multiple times. For example, David R Brown (image below) has a Hinman box, and a home address to select from. For confidentiality reasons though, the address will not actually display for verification. Noting the exact address you want it mailed to in the comments field (another section, the bottom of the form) is advised.

Select the payee, and type in the business purpose to describe the payment. Once a name is selected, the Pay Site Code and Payee Type will populate for you.

You'll see that it displays the payee name, the type of payee they have been categorized as, the first line of the mailing address associated with it, and then the Town and State. Click to select your payee/address from the list, and it will show what you have selected.

Payment Type
The next section is the Payment type, and Amount. Typically in other forms you needed to select the pay type from a dropdown (a generic format across the Payment Request forms that isn't necessarily applicable to what you are processing).

Normally the dropdown looks like this:

Since you selected the Other payment button, it has automatically defaulted the proper fields into the form for you, so it will already have selected Other. All you need to do is fill in the dollar amount to be processed. Since this type of payment could have tax implications, the social security # would be helpful.

Address
Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, but for students and
employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:

The most it will display (whether Home OR Hinman) is the City & State. If the student has moved you may have a general idea that the address the system is defaulting to is NOT correct, but you will not be able to tell for Hinman.

**New Payee/Address**

If it appears the address may not be correct, or if maybe you have a new student, you would check the box directly below the Address section, the New Payee/Address section and enter the info there.

Again, this is a generic field across the Payment Request forms. A student will most likely not need any of the New Vendor Forms mentioned to the right (occasionally this pay type could involve a taxable payment). It also mentions Employees and use of the self-service portal, though here we are paying a student.

**Chart Strings**

The next section of the form is for Chart Strings. The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the payment you are making. As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.

Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.
A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors can still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.

You can either select specific dollar amounts for a split, or you can select percentages. For any special instances please include notes in the comment field at the bottom of the form.

**Department Administrator Access**
The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it’s not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

**Special Handling**
The next section is for if there is any special handling needed. Again, this is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. The Reason for the special handling will need to be noted.
FYI – when you click wire transfer, more fields will open

Special Handling

[ ] International Wire Transfer

Reason* Payee out of country

If Wire information is provided on an attached invoice, this section is not required.

Account Holder or Beneficiary Details (Additional bank fee associated with the option)

Beneficiary Name

Name as shown on beneficiary's account

Beneficiary Address

Beneficiary City

Beneficiary Country

Beneficiary State/Province

Beneficiary Postal Code

Telephone (if available)

Email (if available)

Bank Details:

Bank Name

Bank Address

Account Number/IBAN Number

Bank Routing Number/Swift Code

Additional Routing Requirements (if applicable):

Corresponding Bank Name

Bank Account Number

Bank Routing Number/Swift Code

Foreign currency

MOST LIKELY STUDENT PAYMENTS WOULD NOT BE WIRED!

Recipient Residency

The next section deals with whether the person is a resident of the US or is a non-resident alien. This is only for any payments that might actually be taxable and need to be reviewed and processed specially. The dropdown gives you the two options:

For a US resident filing taxes in the US, please leave the dropdown selection as Resident (which is the default).

If you have someone is not a US resident and does not pay US taxes, please select Non Resident, and your field will automatically change so you can enter further information:

Recipient Residency

Is payee a non-resident alien?*

[ ] Non Resident

Country of Tax Residence*

Gross up the check?

Country of Payment Activity, if outside US

- Country of Tax Residence - where they file their taxes (not a dropdown, you can free-type here).
- Gross up the check - If the department elected to cover any relevant taxes (on the behalf of the individual) you'd note it here, if any taxes needed to be taken as part of making the payment. Note that this can add a significant amount to what the department is paying out.
- Country of Payment Activity if Outside the US - If an individual is foreign, and the activity takes place in a foreign location was well, that is generally an automatic tax exemption. For example, a foreign student receiving funds for a fellowship that is overseas.
- Contact Procure-to-Pay with questions on taxation.
Attachments
The next section is to attach any other relevant information regarding the payment if needed. Most times these type of payments have no backup.

Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may not be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching. It is preferred that they be attached separately, and not all lumped into one pdf.

Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:
Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.

Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

**Approvals**

If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use.

If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.

Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.
Other Instructions/Comments
Use this section to convey any relevant information needed to assist with processing the request. As we mentioned earlier, it might be best to note the address you want this mailed to within this section, for example, "Please mail to HB 0184".

Finally, there are the three e-form actions button at the bottom for the form:

- **Save Without Submitting** - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- **Submit** - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- **Close without Saving** - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

Cash Advance - Payment Request
Submission Detail
As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.

Payee Name and Business Purpose
The next section will ask for the Payee Name and business purpose. Keep in mind that the description should explain what we are paying and why the college should be providing the cash advance.

Click into the field for student payee/approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

Occasionally students may not be in the system. Keep in mind what you type must match their legal name in order to find it. But if they are a new student and you cannot find the name, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.
You'll also note if there are multiple address options, you'll see their name multiple times. For example, David R Brown (image below) has a Hinman box, and a home address to select from. For confidentiality reasons though, the address will not actually display for verification. Noting the exact address you want it mailed to in the comments field (this is another section at the bottom of the form) is advised.

Select the payee, and type in the business purpose to describe the payment. Once a name is selected, the Pay Site Code and Payee Type will populate for you.

You'll see that it displays the payee name, the type of payee they have been categorized as, the first line of the mailing address associated with it, and then the Town and State. Click to select your payee/address from the list, and it will show what you have selected.

Payment Type
The Payment Type will default to Cash Advance, if the eForm is accessed through the Guidance Page. If accessing the eForm directly you will need to select the payment type.

Cash Advance Section
Since you selected the Cash Advance button, it has automatically defaulted the proper fields into the form for you, so it will already have selected Cash Advance. Start Date, End Date, Anticipated Settlement Date and whether it is to be paid out in cash (only if under $500).

Fill in your information. $500 is the threshold for receiving cash, so if you selected $500, then you would be able to select or Cash OR Check/Direct Deposit. Technically it will not block you from moving forward if you were to put in a higher dollar amount and still select Cash in the dropdown as there are very rare occasions where special circumstances/approvals have been made for a higher dollar cash payout. These are infrequent, and must be specially approved, otherwise it will be changed back to a Check/Direct Deposit.

Address
Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, but for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.
If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:

The most it will display (whether Home OR Hinman) is the City & State. If the student has moved you may have a general idea that the address the system is defaulting to is NOT correct, but you will not be able to tell for Hinman.

**New Payee/Address**

If it appears the address may not be correct, or if maybe you have a new student, you would check the box directly below the Address section, the New Payee/Address section and enter the info there.

Again, this is a generic field across the Payment Request forms. A student will not need any of the New Vendor Forms mentioned to the right. It also mentions Employees and use of the self-service portal, though here we are paying a student.

**Chart Strings**

For Cash Advances, the chart string should be entered with the Entity and the Org that will be funding the clearing of any expenses associated with the Advance. The remaining segments of the chart string should be “909000.910000.0000”, e.g. 20.402.909000.910000.0000.

**Cash Advance Natural Classes are:**

- 1463 for Foreign Study Cash Advances
- 1465 for all other Prepaid Cash Advances

Enter the Amount necessary for the Cash Advance.

**Department Administrator Access**

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAE AO award number.
Special Handling
This is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Note that the Reason for the special handling will need to be noted.

When selecting International Wire Transfer, more fields will display. Note if the wire information is attached, there is no need to complete the Wire Information detail on the eForm.

Attachments
The next section is where you would add your attachments, if there are any. It could be anything relevant to the payment where documentation would be helpful, though in most instances these type of payments do not have any backup.

Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may not be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching.

MOST LIKELY STUDENT PAYMENTS WOULD NOT BE WIRED!
Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:

Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.

Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

Approvals
If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use. If you do not have signature authority, or if the chart string doesn’t not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.
When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

Other Instructions/Comments
Use this section to convey any relevant information needed to assist with processing the request. As we mentioned earlier, it might be best to note the address you want this mailed to within this section, for example, "Please mail to HB 0184".

Finally, there are the three e-form actions button at the bottom for the form:

- **Save Without Submitting** - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- **Submit** - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- **Close without Saving** - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!
PAYING A STUDENT PRIZE & AWARD

Instructions are elsewhere.........