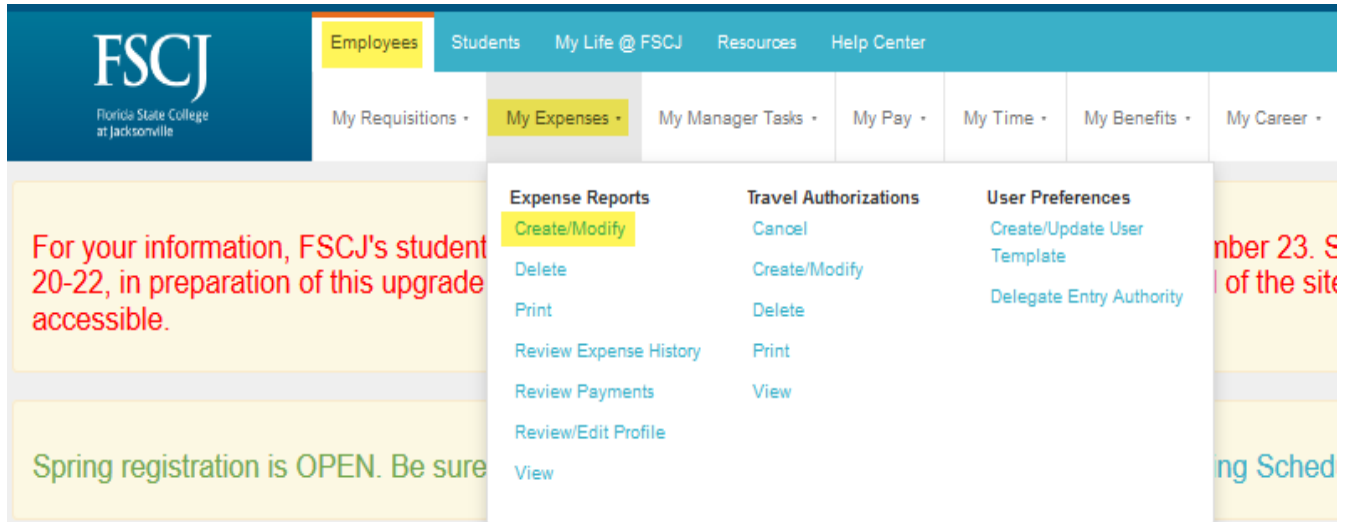


EXPENSE REPORT PROCESS FOR FULL-TIME FACULTY REIMBURSEMENT

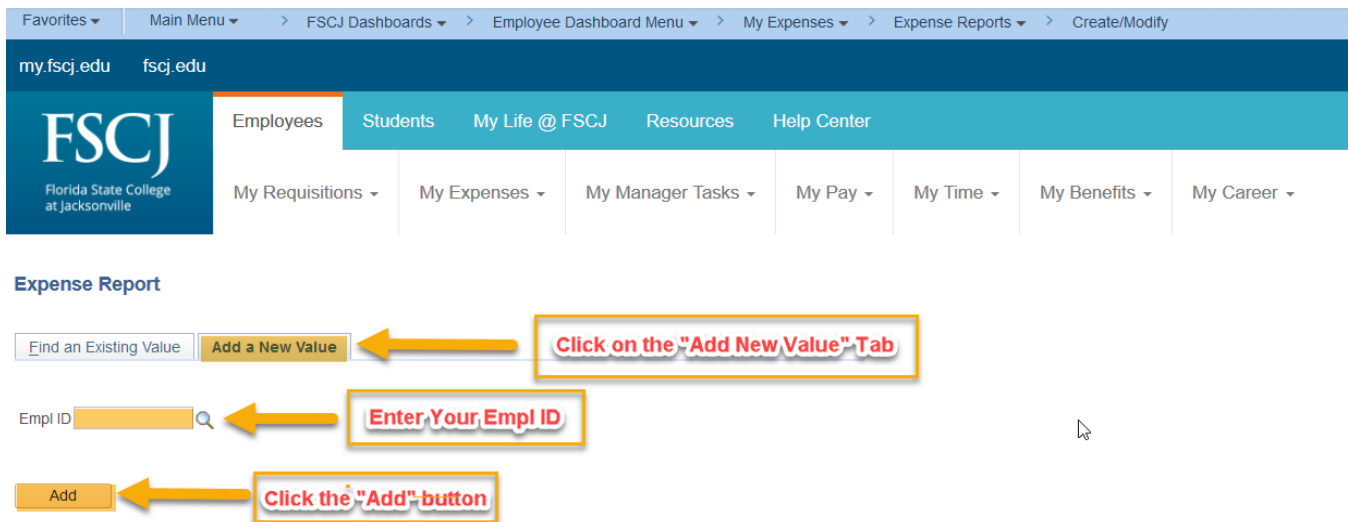
Please note that this process is for eligible full-time faculty under Article 27 – Compensation, Paragraph H – Reimbursement for College Required Licensure of the [Faculty Collective Bargaining Agreement](#). Please contact the Human Resources department for any question pertaining to the eligibility requirements.

- 1) Please go to the following navigation in your MyFSCJ Portal:

Home screen navigation: Employee Tab > My Expenses > Expense Reports > Create/Modify



- 2) Click the “Add New Value” tab and enter your Empl ID. Once finished click the “Add” button.



3) Please enter the information outline in highlighted steps 1-6
(Numbers in diagram below correspond to the steps).

Step 1) Business Purpose: Select the “Non-Travel Reimbursement” option from a drop down list

Step 2) Report Description: Type “Faculty License”

Step 3) Date: Enter the date expense was incurred

Expense Type: Select Faculty Licensure Reimbursement from the drop down list

Description: Type the Name/Title of the License

Payment Type: Select Employee Paid from the drop down list

Amount: Enter the amount paid for the license.

Step 4) Accounting Details: Enter the Chartfield information displayed if not pre-populated

Fund: 01

Org Unit: 1000000

Department: 101269

Account: 6451800

Step 5) Attachments: Please attach a copy of:

1. The completed Full-time [Faculty Reimbursement for College Required Licensure form](#)
2. A receipt and copy of license obtained (receipt must include cost of renewal)
3. Additional supporting documentation (if applicable)

Step 6) Summary and Submit: Please click the summary and submit link once you have completed the form

- 4) Add any relevant notes about your expense. Once finished, click the check box next to the certification statement and then select the "Submit Expense Report" button.

my.fscj.edu fscj.edu Williams, Tessa L.

Employees Students My Life @FSCJ Resources Help Center

My Requisitions My Expenses My Pay My Time My Benefits My Career

Create Expense Report Save for Later Expense Details

Quintessa Williams Actions ...Choose an Action GO

*Business Purpose Non-Travel Reimbursements

*Description Faculty License Testing

Reference

Totals View Printable Version View Analytics Notes Attachments (1)

Employee Expenses (1 Line)	0.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 0.50 USD Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Please add any relevant notes about the expense

Please Click the check box

Click the "Submit Expense Report" button