

## **Reimbursement Requests/Concur**

Students who are UM employees (GSI or GSRA) will need to go into Wolverine Access to create Concur profiles. Employed students must enter themselves in the system before receiving any reimbursements. Receipts must be processed within 45 days.

Please visit <http://maislinc.umich.edu/mais/html/index.html> for tips on creating a Concur profile.

### **DELEGATES**

Since anyone from the Admin Team will be processing your expense reports, you should add them ALL as your delegates:

Sherry Brueger (sbrueger), Kimberly Simmons (kasimm) and Nancy Osugi (nrosugi)

Be sure to check all the boxes for your delegates to be able to get receipts, emails, etc.

### **APPROVER**

Add Pat Brainard (pbrainar) as the approver.

### **DEFAULTS**

Add one default shortcode which will typically be the primary grant on which you are working.

Shortcodes can be changed/overwritten on the Expense Report by the delegate (preparer) just as they are on the p-card statements now. You will still need to supply a shortcode with each receipt. The preparer will verify it with the faculty member.

### **HELP RESOURCES**

- “Quick Start” tutorial at <http://maislinc.umich.edu/mais/html/index.html> which will cover all of this information in step by step fashion
- Written instructions can be obtained from Sherry, Kimberly or Nancy upon request
- ITS Help Desk at 734-764-HELP (4357) or [itsadminhelpdesk@umich.edu](mailto:itsadminhelpdesk@umich.edu). They can shadow your computer and see where you are in the system and help navigate you through the steps.
- Nancy, Kimberly and Sherry can help field questions, especially if you bring your lap top to them and enter your profile online while sitting with them. (Remember that they have the entire CEE community to support and cannot go from office to office to provide 1:1 assistance.)

### **Lab Information**

Safety training will be required before working in the labs. For information, please visit [this website](#).

To request machining/fabrication from the shop technicians, the following procedure must now be followed:

- 1) You will need to supply a drawing with dimensions (in inches). These drawing should be clear so that the required parts can be manufactured from them. They should be machine drawings