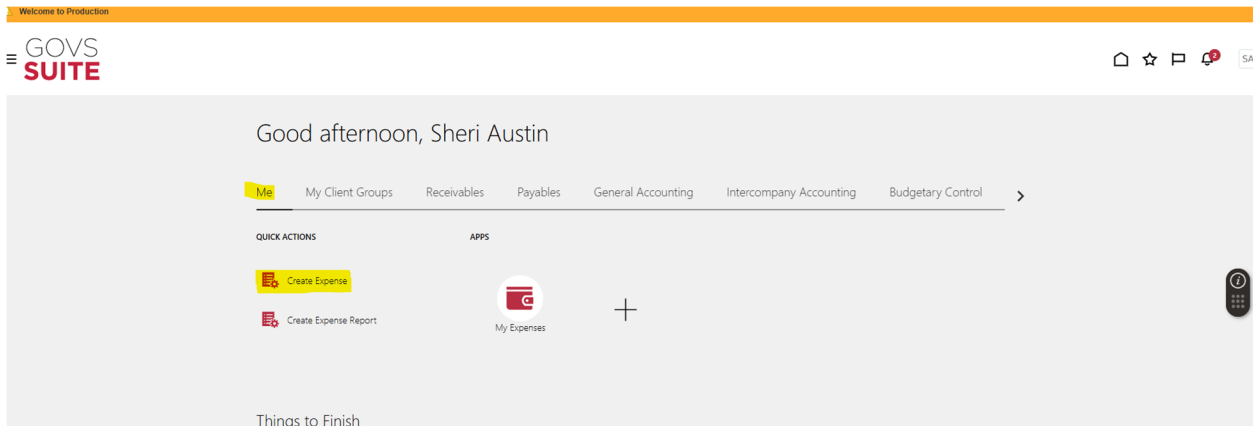


SUBMITTING A NON-APSU REIMBURSEMENT REQUEST

Log into Govs Suite through your OneStop. Choose Me on the ribbon and then click on Create Expense.



You must choose today's date.

Then click the "Template" drop-down and choose "Non-APSU Tuition Reimbursement".

Then click the "Type" drop-down and choose "Non-APSU Tuition Reimbursement"

The screenshot shows the 'Create Expense Item' form in GOVS SUITE. The form is titled 'Create Expense Item' and has a 'GOVS SUITE' logo in the top left. The top right corner shows user information (SA) and navigation icons. The form has several sections: 1. 'Date' field with a calendar icon, set to 8/13/2025. 2. 'Template' dropdown menu, set to 'Non-APSU Tuition Reimbursement'. 3. 'Type' dropdown menu, set to 'Non-APSU Tuition Reimbursement'. 4. 'Amount' field with a dropdown set to 'USD' and an empty input field. 5. 'Description' text area. 6. 'Merchant Name' text area. 7. 'Attachments' section with a dashed box and a message 'Drag files here or click to add attachment'. 8. 'Receipt missing' checkbox. 9. 'Authorization' field set to 'None'. 10. 'Account' field set to 'A-A110001-301004-79714-450-00000'. The bottom right corner shows a mobile app icon.

For the amount, you put in the amount of your classes as long as they do not exceed allowable expenses. If the amount exceeds APSU's reimbursement rate, it will be denied when it is received in the Student Account Services area and you'll need to adjust. Once the adjustment is made, it will go through the approval chain again.

Enter a description including the total hours requesting reimbursement.

Merchant Name is the name of the Institution you are taking the class(es).

Welcome to Production

GOVS SUITE

Create Expense Item ?

* Date: 8/13/2025

* Template: Non-APSU Tuition Reimburseme

* Type: Non-APSU Tuition Reimburseme

* Amount: USD 1,809.60

Description: Non-APSU Tuition Reimbursement for 2 hours at (Non-APSU Institution)

Merchant Name: Middle Tennessee State University

Attachments: Drag files here or click to add attachment

Receipt missing

Authorization: None

Account: A-A110001-301004-79714-450-000000

Account

You must then change the FOAP to the tuition reimbursement FOAP (A110001 100078 79714 550). It defaults to your departmental FOAP. It will not be paid unless the appropriate FOAP is entered.

Click the magnifying glass at the end of the Account box. You will then get the pop-up box to change the accounting string (FOAP).

Welcome to Production

GOVS SUITE

Create Expense Item ?

* Date: 8/13/2025

* Template: Non-APSU Tuition Reimburseme

* Type: Non-APSU Tuition Reimburseme

* Amount: USD 1,809.60

Description: Non-APSU Tuition Reimbursement for 2 hours at (Non-APSU Institution)

Merchant Name: Middle Tennessee State University

Attachments: Drag files here or click to add attachment

Receipt missing

Authorization: None

Account: A-A110001-301004-79714-450-000000

Account

Hide Segments

Alias

Entity: A Austin Peay State University

Fund: A110001 Undesignated E and O

Organization: 301004 Student Account Services

Account: 79714 Employee Scholarships

Program: 450 Institutional Support

Activity: 000000 Default Activity

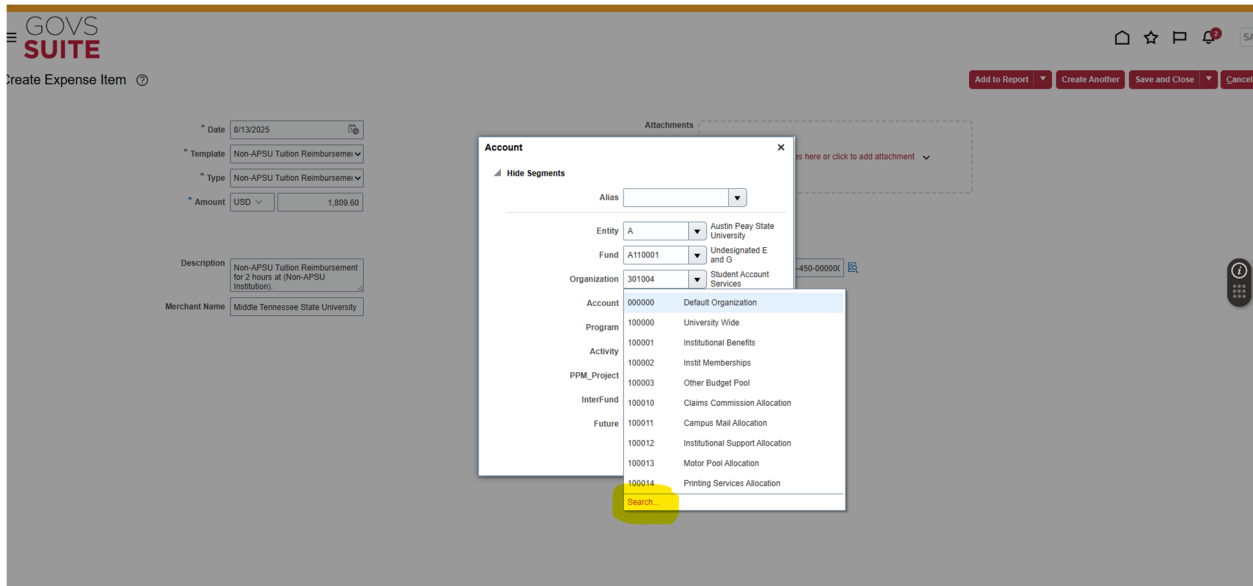
PFM_Project: 00000000 Default Project

InterFund: 000000 Default Interfund

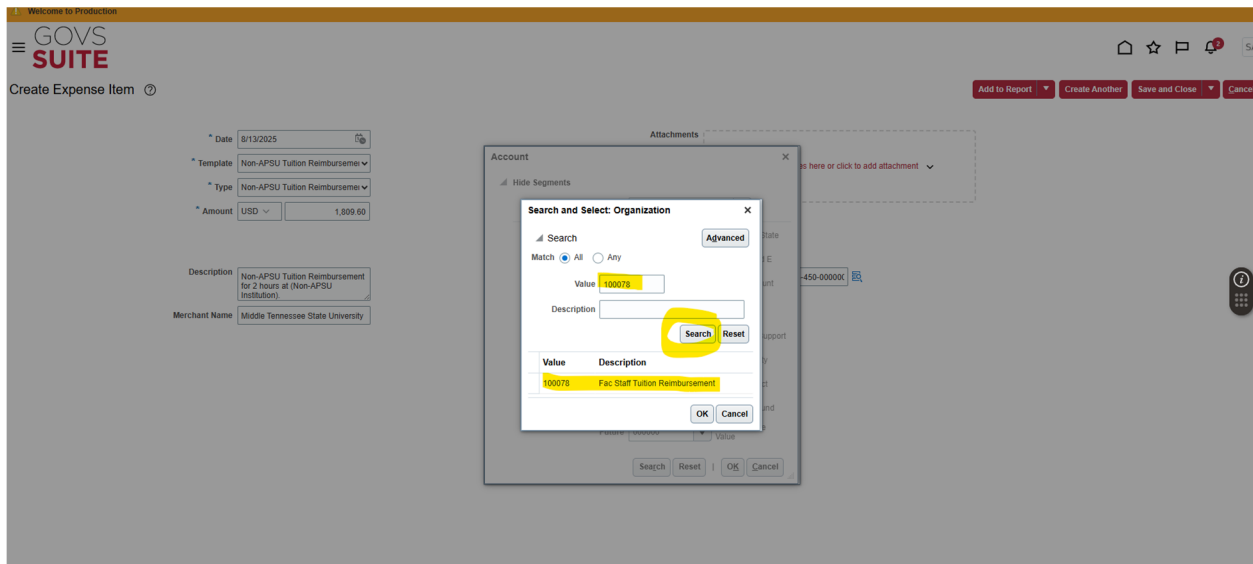
Future: 000000 Default Future Value

Search Reset OK Cancel

Click the arrow beside organization code and choose search the bottom.



Once you click the drop-down, it will open a search for you. Type 100078 in the value box and then click Search. Once you see 100078 at the bottom, double-click on the number and it will populate the organization code (you should see the description to the right of the organization code).



Click the arrow beside program code and choose search the bottom.

Once you click the drop-down, it will open a search for you. Type 550 in the value box and then click Search. Once you see 550 at the bottom, double-click on the number and it will populate the organization code (you should see the description to the right of the program code).

Once you complete the FOAP, click OK at the bottom.

Account [X]

▲ Hide Segments

Alias [] ▼

Entity [A] ▼ Austin Peay State University

Fund [A110001] ▼ Undesignated E and G

Organization [100078] ▼ Fac Staff Tuition Reimbursement

Account [79714] ▼ Employee Scholarships

Program [550] ▼ Scholarships and Fellowships

Activity [000000] ▼ Default Activity

PPM_Project [00000000] ▼ Default Project

InterFund [000000] ▼ Default Interfund

Future [000000] ▼ Default Future Value

[Search] [Reset] [OK] [Cancel]

You then need to attach a fee statement and other documentation for this request. When you click in the box, it will give you an option of add a file or add a link. Choose add a file and upload your document.

Welcome to Production

GOVS SUITE

Create Expense Item ⓘ

* Date: 8/13/2025
 * Template: Non-APSU Tuition Reimbursement
 * Type: Non-APSU Tuition Reimbursement
 * Amount: USD 1,809.60

Description: Non-APSU Tuition Reimbursement for 2 hours at (Non-APSU Institution)
 Merchant Name: Middle Tennessee State University

Attachments:
 [Add File] [Add Link]

☐ Receipt missing
 Authorization: None
 Account: A-A110001-100079-79714-550-0000X

Add to Report Create Another Save and Close Cancel

Once you provide a “Purpose” – (Non-APSU Reimbursement) you then click “Add to Report” at the top right corner. Once you choose “Save and Close” (Arrow beside Save) it will begin the workflow for approvals.

Welcome to Production

GOVS SUITE

Create Expense Report ⓘ

* Purpose: [Redacted]
 Attachments: None

Report Total
 Payment Method: Electronic
 Employer Pays You: 1,809.60 USD
 1,809.60 USD
☐ I have read and accept the corporate travel and expense policies.

Save Submit Cancel

Expense Items (1)

Date	Type	Amount	Merchant	Location	Description	Attachments
8/13/2025	Non-APSU Tuition Reimbursement	1,809.60 USD	Middle Tennessee State University		Non-APSU Tuition Reimbursement for 2 hours at (Non-APSU Institution)	*Add attachment

You then choose “My Expenses” and it should show not submitted. Click on the box and it will direct you to the final step. You must click the box stating you understand policy.

Click Save/Then click Submit

Welcome to Production

GOVS SUITE

Expense Report: EXP000013191962 ⓘ

* Purpose: TEST Non-APSU Reimbursement
 Attachments: None
 Status: Saved


Report Total
 Payment Method: Electronic
 Employer Pays You: 1,809.60 USD
 1,809.60 USD
☒ I have read and accept the corporate travel and expense policies.


Save Submit Cancel

Expense Items (1)


Date	Type	Amount	Merchant	Location	Description	Attachments
8/13/2025	Non-APSU Tuition Reimbursement	1,809.60 USD	Middle Tennessee State University		Non-APSU Tuition Reimbursement for 2 hours at (Non-APSU Institution)	*Add attachment

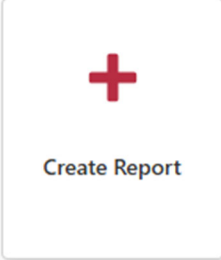
You can then see your information on your dashboard and follow approvals by clicking on the link (box).

 Welcome to Production

 **GOVS**
SUITE


Travel and Expenses

 Expense Reports



+

Create Report

Pending Approval 


EXP000013191962

TEST Non-APSU Reimbursement

Assigned to Sondra Hamilton 1 min ago

1 item **1,809.60** USD

Available Expense Items

Actions 

+ Create Item