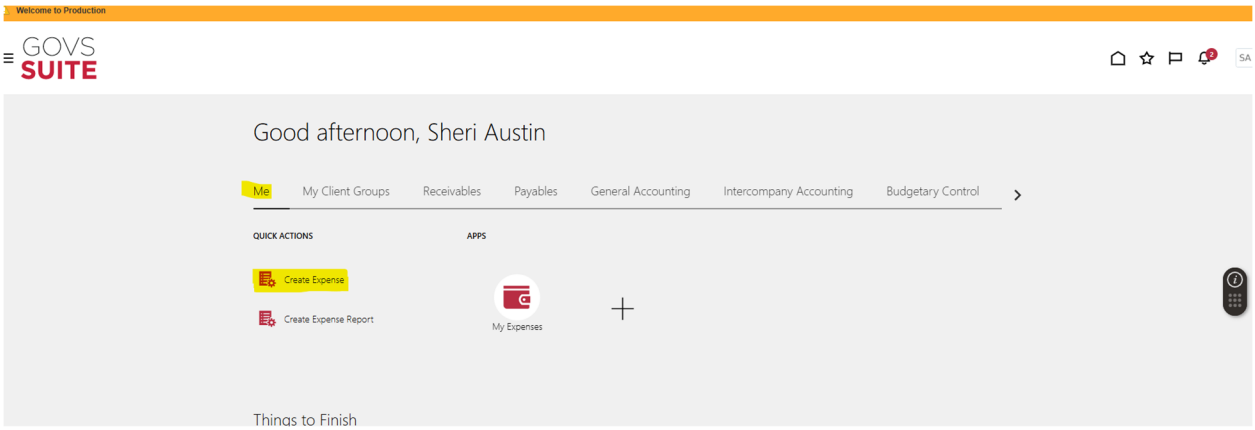
SUBMITTING A NON-APSU REIMBURSEMENT REQUEST

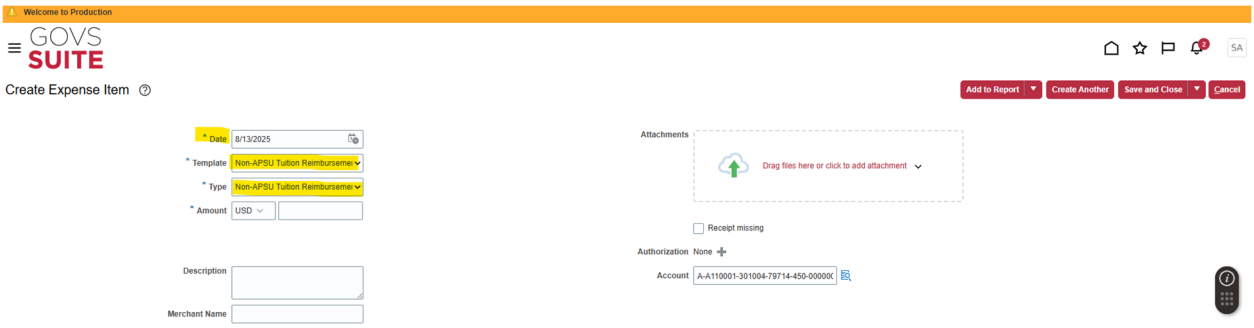
Log into Govs Suite through your OneStop. Choose Me on the ribbon and then click on Create Expense.



You must choose today's date.

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

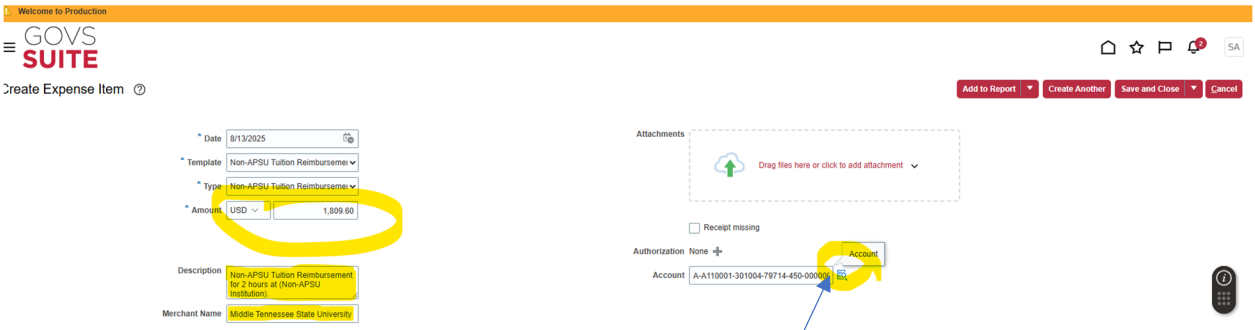
Then click the "Type" drop-down and choose "Non-APSU Tuition Reimbursement"



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.

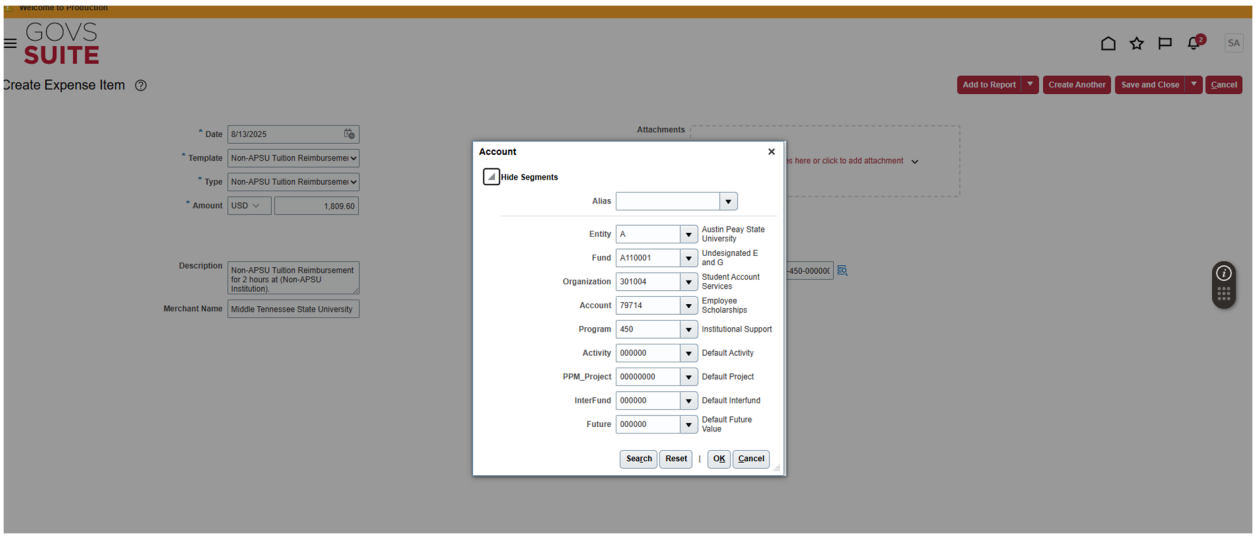
Enter a description including the total hours requesting reimbursement.

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

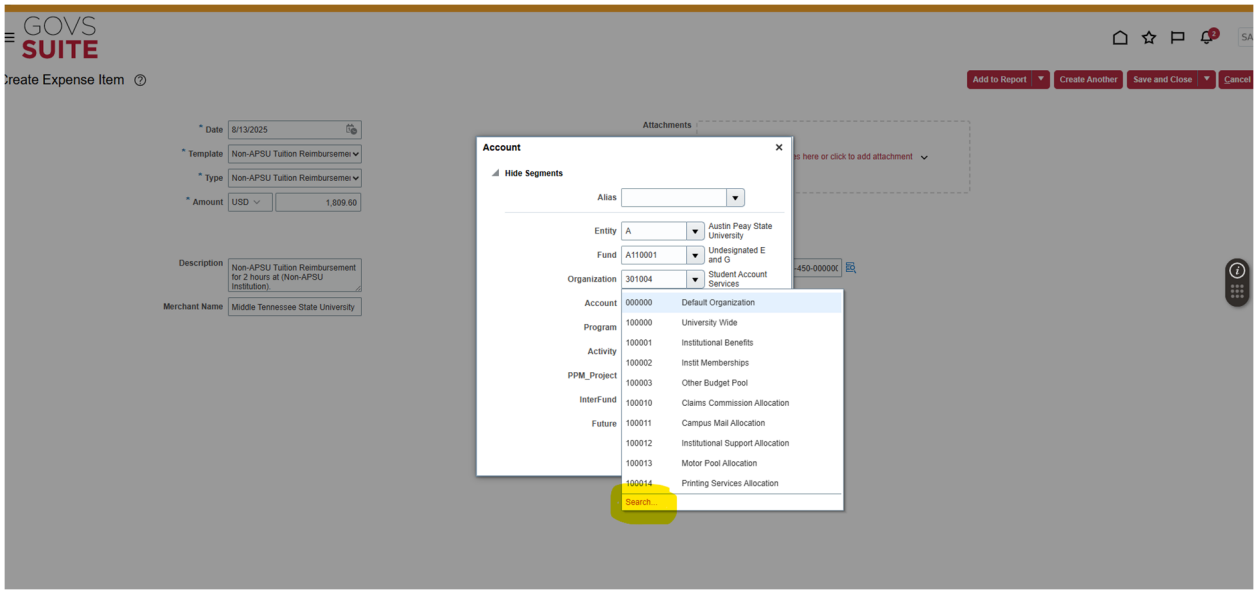


You must then change the FOAP to the tuition reimbursement FOAP (A110001 100078 79714 550). It defaults to your departmental FOAP. It will not be paid unless the appropriate FOAP is entered.

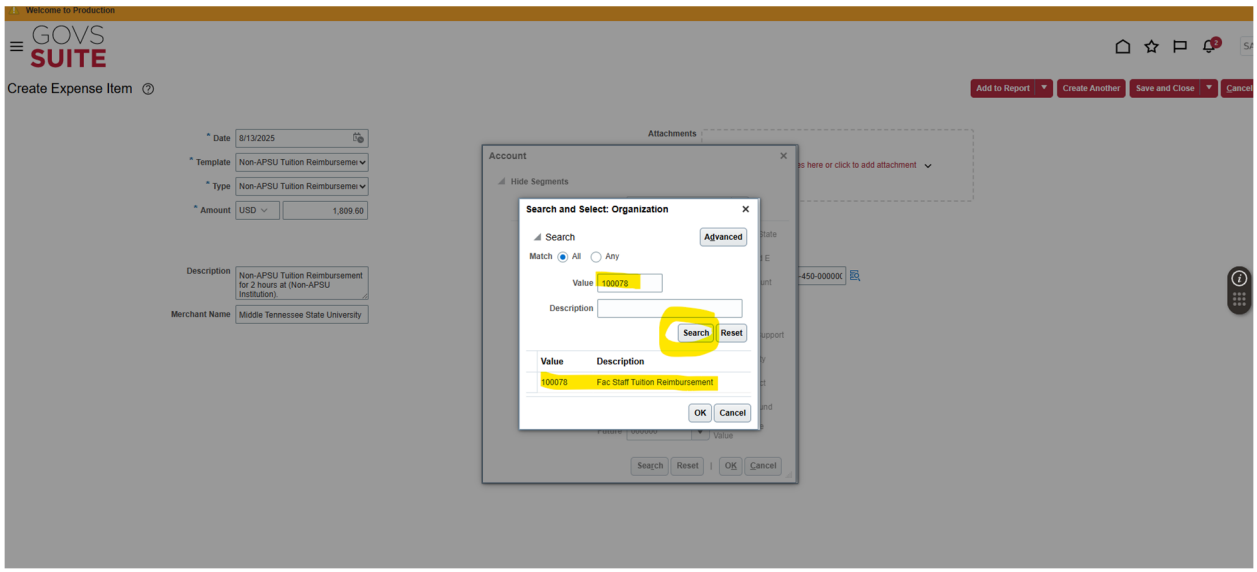
Click the magnifying glass at the end of the Account box. You will then get the pop-up box to change the accounting string (FOAP).



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



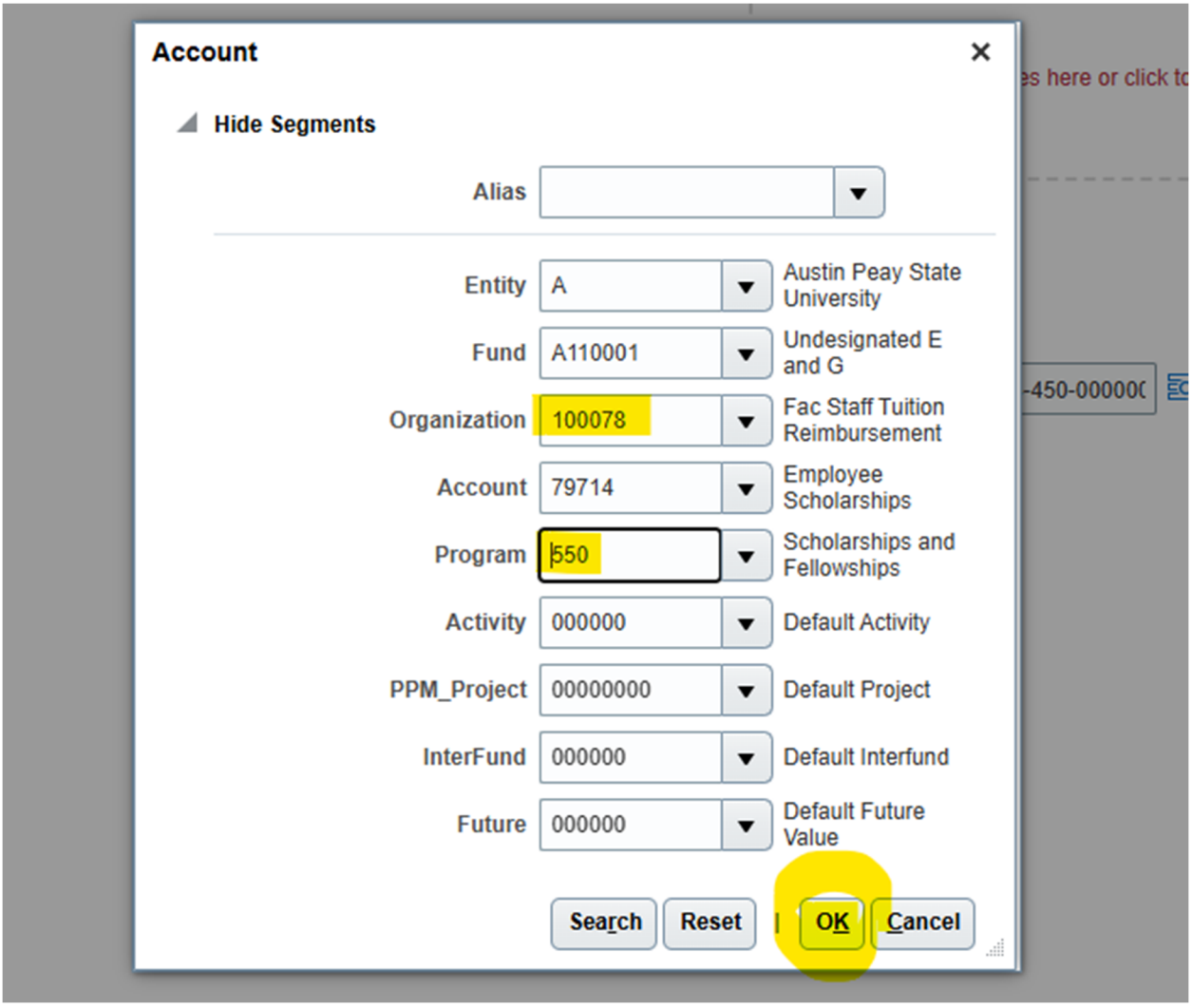
Once you click the drop-down, it will open a search for you. Type 100078 in the value box and then click Search. Once you see 100078 at the bottom, double-click on the number and it will populate the organization code (you should see the description to the right of the organization code).



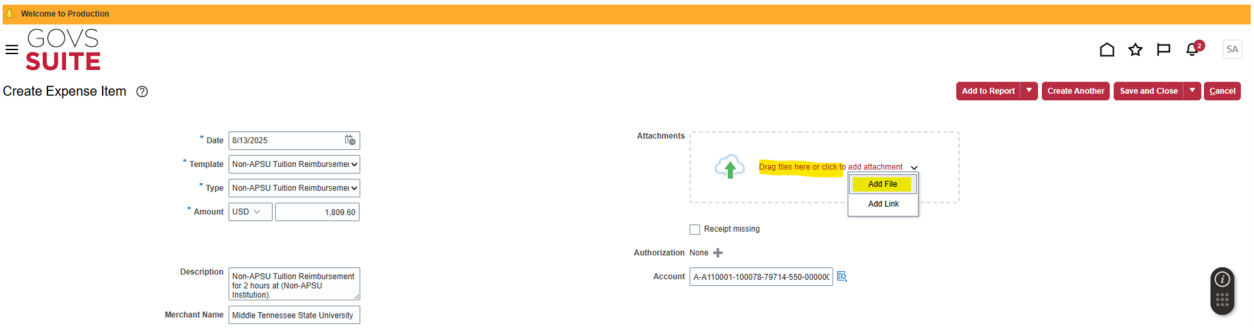
Click the arrow beside program code and choose search the bottom.

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).

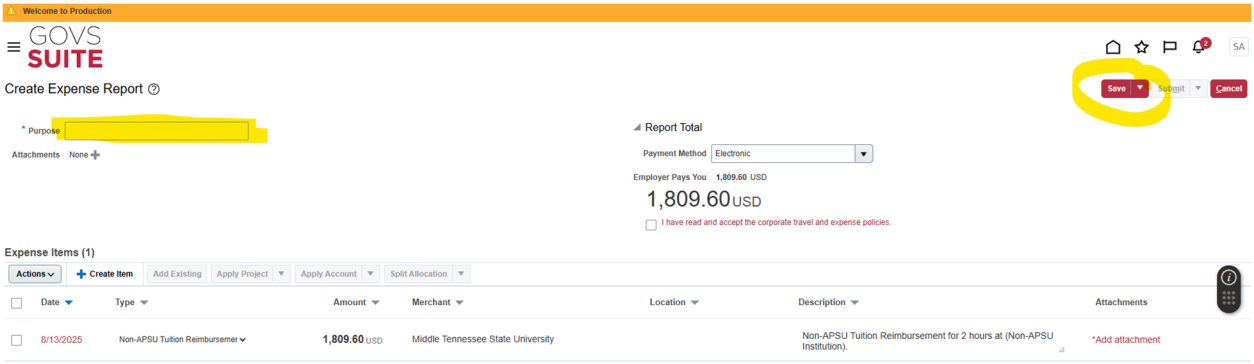
Once you complete the FOAP, click OK at the bottom.



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.

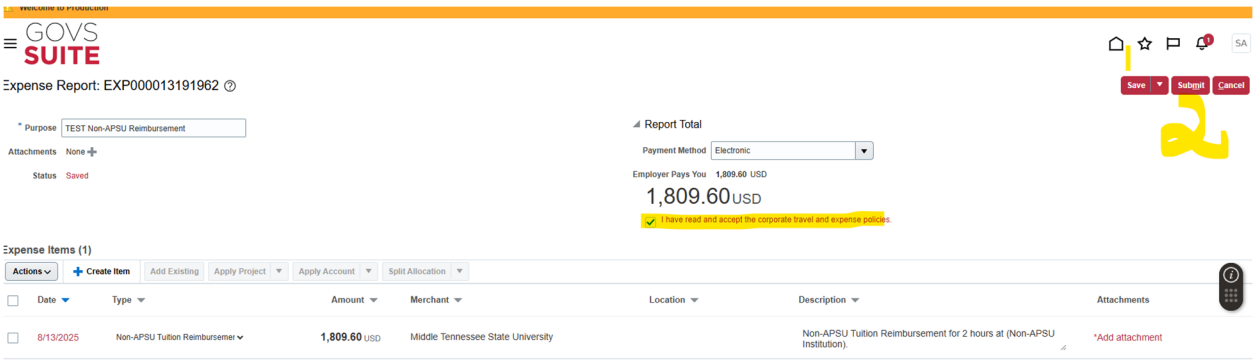
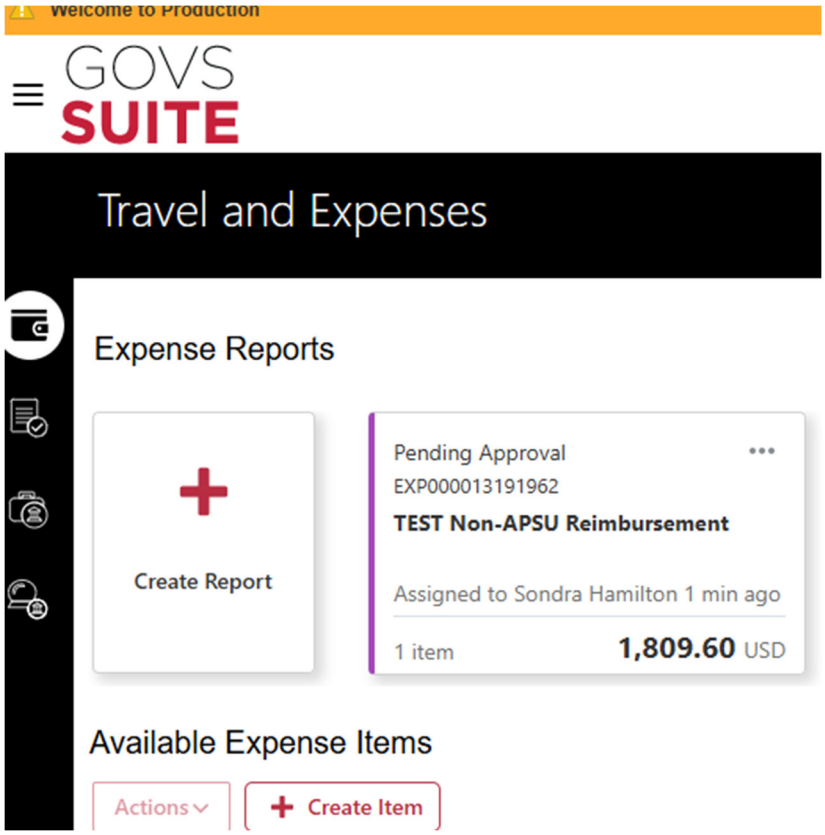


Once you provide a “Purpose” – (Non-APSU Reimbursement) you then click “Add to Report” at the top right corner. Once you choose “Save and Close” (Arrow beside Save) it will begin the workflow for approvals.



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



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