

# Student Employee Reimbursement Processing

How to reimburse a Student Employee for expenses



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## DEPARTMENT

Collects and compiles the necessary reimbursement documents

SUBMITS  
SERVICE NOW  
REIMBURSEMENT  
REQUEST



## CBS2

Reviews reimbursement documents  
Prepares expense report in Concur



## USER / STUDENT

Reviews expense report and confirms accuracy and then  
SUBMITS REPORT



## TRAVEL & EXPENSE AUDIT

Audits expense report for policy compliance, documentation, and accurate expense type selection



Student Employee  
Receives Payment

## FINISH

## TRAVEL & EXPENSE MANAGEMENT

Final processor approves for  
payment processing



## DEPARTMENT

HR Unit Approver reviews and  
approves expense report  
*\*If needed, initial approver  
adds additional approver*

