SI.02 – Reimburse a Student for Incurred Expenses

**Student System Integration**

**Incur Expenses**

- Notify department admin.

**Specialist**

- Provide student information to ITO.

**Expense Auditor**

- Approve expense report.

**Invoice Processor**

- Enter or edit expense report and attach documentation.

**Payment Services Payment Processor**

- Process expense reimbursements into payment request invoice.

**Payroll BU/Entity Approver**

- Approve expense report.

**International Tax Office Analyst**

- Approve expense report.

**End**

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**Student**

- Receive notification of approved expense report.

**BU HCM Specialist**

- Add new invoice (RE-00).

**Financial Unit Manager**

- Review documentation to determine tax obligation.

**Adhoc route expense report to ITO**

**End**

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**Notify department admin.**

- Provide student information to ITO.

**Provision expense report to BU HCM Specialist.**

**Expense Auditor**

- Approve expense report.

**Invoice Processor**

- Enter or edit expense report and attach documentation.

**Payment Services Payment Processor**

- Process expense reimbursements into payment request invoice.

**Payroll BU/Entity Approver**

- Approve expense report.

**International Tax Office Analyst**

- Approve expense report.

**End**

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**Record tax obligation to be paid to the IRS in an offline spreadsheet.**

**Send spreadsheets to BU/HCM Specialist and 1042S Tax Processor.**

**Process Journals (GL-02)**

**End**

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**Submit offline payment information and instructions, spreadsheet to Payment Services.**

**Submit IRS payment information and transactions spreadsheet to Payment Services.**

**End**

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**Accounting must debit business tax expense (6721) in payroll’s financial unit and credit federal withholdings liability (2115) in payroll’s financial unit.**

**Journal entry must debit business tax expense (6721) in payroll’s financial unit and credit federal withholdings liability (2115) in payroll’s financial unit.**

**Journal can be a summarization of the month’s activity, rather than processed individually per report.**