

Question

How do I reimburse the University for a personal expense?

Answer

You need to select the expense type of "personal expense" which will then return the following screen and advise how to pay it money back to the University.

The screenshot shows the 'Expense Details Edit' page in the ProMaster system. The page header includes the ProMaster logo, the title 'Expense Details Edit', a 'Help' icon, and the user's name 'Paul McLeod | Account Holder' and the institution 'Charles Sturt University'. The main content area is titled '[Forms] - 4' and contains a section for 'All non-Business Expenses (PRIVATE)'. It includes a dropdown menu for 'Please pay this back to CSU', a text box for 'Pay via the Cashier or send payment via cheque to the Travel Office. You MUST quote Detail Code FRTV', and a checkbox for 'Acknowledge that you will pay this expense back'. A message states 'This payment MUST be paid back to CSU immediately.' Below the form are 'Update' and 'Cancel' buttons. The footer contains 'Copyright © 2009 Inlogik', 'ProMaster 7.0', and the Inlogik logo.

PROMASTER Expense Details Edit Help

Paul McLeod | Account Holder Charles Sturt University

[Forms] - 4

All non-Business Expenses (PRIVATE)

Please pay this back to CSU Pay via the Cashier or send payment via cheque to the Travel Office. You MUST quote Detail Code FRTV

Acknowledge that you will pay this expense back Failure to pay this back may breach the conditions of the use of your Corporate Card and result in the cancellation of this, for further clarification contact either Travel or Purchasing immediately: travelcard@csu.edu.au or purchasecard@csu.edu.au

Message: This payment MUST be paid back to CSU immediately.

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