The reimbursement system is utilized for processing OSU Foundation reimbursements to Oregon State University for costs associated with fulfillment and administration of OSU’s mission. These expenses are initially paid and processed through OSU’s account systems and recorded using the following Index/Fund types:

- FSxxxx — OSU Foundation pass-through funds
- FExxxx and 438xxx — Endowment Earnings
- 8xxxxx — Plant Construction Funds

For more information, reference FIS 507 in the OSU Policy & Procedure Manual located on the Finance & Administration website or the OSU Foundation Distribution Policy located on the OSU Foundation website.

1) Login and Locate the OSU Reimbursement System page.

2) Next move your cursor over “Create Reimbursement Request” and click.

3) Enter the Index you want to reimburse including an Activity Code if applicable.
4) Tap Enter on the keyboard or click “Retrieve” on the right hand side.

5) If you enter an invalid Banner Index the following message will display. Reenter valid Index.

If you have not been assigned access to an Index, the following message will display. Contact your Business Manager responsible for Index assignments/approvals.

6) If you click on “Show FOP Details” the Fund, Org and Program codes populate for the Index.

7) Next complete the Business Purpose block.
8) Now select transactions from the OSU Data Warehouse (DW) block to process for reimbursement. Click the + (green plus sign) next to the transaction to select.

The selected transactions will populate in the OSUF Reimbursements block below the DW block.

NOTE: Transactions can be split between Project ID’s by using the scissors symbol next to the transactions symbol.

9) Identify the OSU Foundation funding source by entering the OSUF Project ID. The Account and Program fields will automatically populate with the default values. Do not change these default values unless you have been instructed to do by the OSU Foundation.

10) Next select the Preferred Signer from the dropdown list on the right.

11) When done adding transactions and selecting the signers, click Next.
12) The next screen populates the information you have entered, providing the opportunity to review for accuracy.

13) After review and edits to your reimbursement, click submit. The Reimbursement System automatically sends an email to the Preferred Signer selected, including a link to the Signer’s Approval Queue and a list of reimbursements pending approval.

Additional Information and Helpful Hints:

- Banner/FIS Transactions are posted to the Reimbursement System every two hours during regular business hours, Monday through Friday, 8:00 am-5:00 pm.
- Business Managers assign Indexes. Access will only be granted for indexes within your Business Center’s Org code assignments.
- By clicking the + (green plus sign) or X (red x) transactions can be moved between the DW Transactions block and the OSUF Reimbursement block.
- Project ID’s can be added using the dropdown menu displayed by clicking on My Projects.
- Single reimbursements can be divided among multiple Project ID’s (funding sources).
- If a signer does not appear on the drop down list but is listed as a signer for the account, their account access may have been disabled by the security audit. Please contact the Budget Office for assistance.
- Project Signers are added through the Authorized Signer menu option. See How to Create a Signer Request for more information.
- Project Approvers receive email notifications each Monday or when there are 10 or more reimbursements pending their approval in their queue.