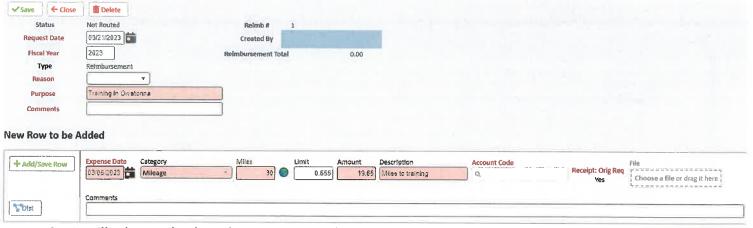
Entering Reimbursements in SMARTeR:

- From the homepage: Select My Requests from the top tool bar
- 2. Reimbursement Entry, it will default to the Current Reimbursements tab.
- Select: + Add New
 Fields in red will be required.
- 4. Enter the Purpose in the first portion and select Save and Enter items. The date here will default to today's date.
- 5. In the next window enter and choose the specific items for reimbursement and attach the supporting documentation.
 - ** The supporting documentation should be saved in PDF format and have a corresponding name, ex: training lunch
- 6. Select +Add Save Row
- 7. If you have multiple items for reimbursement you can complete another line with the information and select the +Add/Save row. The rows will save towards the bottom of the screen below the blank line.
- 8. Once all lines have been entered, select Save at the top of the entry.



- It will take you back to the Current Reimbursement screen. You can either Edit your entry or select Sign. It will need to be signed before you can route.
- 10. Select Route on your reimbursement.

