



Employee Travel Reimbursements: Steps to Payment

End-User Steps

-  Expense report submitted by employee
-  HR Supervisor approves




-  Expense Manager approves



Central Steps

-  SPA approves if needed by fund source and type of expense



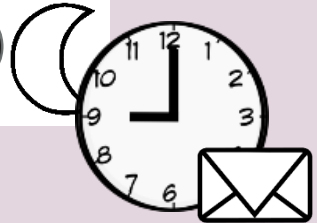
-  Employee notified the request has been approved for payment



-  Expense report staged for payment in afternoon PayCycle run

-  PayCycle executed, payment file created

-  Expense Report payment info updated in UGA Financials

-  In PM, employee notified of payment processing

-  Payment file uploaded to UGA's banking institution

Bank Steps

-  UGA's bank disburses payment to employee bank

-  Employee's bank applies payment within **2-3** days