**INSTRUCTIONS FOR PROCESSING A TRAVEL OR BUSINESS EXPENSE REIMBURSEMENT THROUGH PRISM**

1. Log into **my.pitt.edu**
2. Click on the link: “**Prism login**” (on the right side)
3. Click on the link: “**IE SW Exp**” (on the right side)
4. Click on the button: “**Create Expense Report**” (top right)
5. Fill in the “Purpose” (Example: CSWE Conference, Jan 2013)
6. **Complete the University Prepaid Section**
	1. “Were any expenses prepaid by the University” – **Yes or No**
	2. If “Yes” complete the appropriate fields in that section
	3. Note: We always use Peoples Travel as our Travel Agency
7. Click on the button: “**Nex**t” (bottom right)
8. **Complete the Receipt Based Expenses**
	1. Type in the date of the expense (as reflected on the receipt)
	2. Type in the amount of the expense, DO NOT combine receipts
	3. Select the Expense type from the drop down menu. Do not use Misc.
	4. Type in the justification
	5. If you select “Group Business Meals”, then Select the icon “Details” (right side)
		1. Type in the Merchant Name
		2. Type in the number attendees
		3. Type in attendees names. You can also state “see attached list” and fax in a sign-in roster from your event.
		4. Click the button: “**Return**” (bottom right)
9. For per diem reimbursement, **select the tab: “Per Diem Expense**” (middle left of page)
	1. Type in the first date of your travel
	2. Select the search icon to find your destination city
	3. Type in the number of days
10. For mileage expenses, **select the tab: “mileage expenses”** (middle left of page)
	1. Select the last day of the month that you are submitting the mileage for.
	2. Type in the justification “Field Mileage”
	3. Type in the total number of miles.
	4. Select the icon “Details”
		1. In the justification box, state “see attached roster of miles”
		2. Location from: University of Pittsburgh
		3. Location to: various field agencies (see attached document)
11. Select the button: “**Next**” (bottom right)
12. The account number will auto fill **– I will change this as needed**
13. Select the button “**Next**” (bottom right)
14. Select the button “**Submit**” (top right)
15. Select the button “**printable page**”
16. **Fax the cover sheet and all supporting documents to 412.648-0400**
	1. Please include receipts, mileage log, sign in sheets.
17. **Put the cover sheet and supporting documents in the bin outside of Colleen’s office on the shelf** (the bin on the right side, labeled expense reports)
18. If I change the account number, you will receive an email notification that you need to “approve” the expense report. Open the link and approve. You will not be double paid.