Open your my.portal Purchasing App –
https://my.library.illinois.edu/purchasing/

My Purchases screen: List of current orders you have placed and their current statues.

To submit a reimbursement request, click the ‘Create New Order’ button.

New Orders Step through Purchasing Wizard – completed either by student, Faculty or Staff

Personal Information section:

You will see your name in the drop down list in addition to users that have set you up as a Proxy.
Account Information section:

Requestors have the ability to pick from your accounts assigned into you in Chart of Accounts. Otherwise please enter an account number you have been instructed to use for the purchase. When entered click ADD so that it loads. You may add multiple CFOPs if you plan to split the expense.

After the C-FOP is added, a yellow box will appear below. Choose from the drop-down box in yellow, based on the first three digits of the Organization code:

- 396 Mortenson
- 540 Library Administration
- 600 Library Research & Publication
- 668 Library
- 795 Library Collections/Support

Click CONTINUE
Vendor section:

Choose “Add a New Vendor” and enter your Name under the Vendor field.

Click CONTINUE

Items section:

Enter the items you would like to have reimbursed.

- In the “Catalog” field, i.e. “lodging,” “airfare,” “car rental,” etc.
- The units will be each.
- For Quantity enter 1, unless it’s for per diem or mileage
- In the description field, give a description of the travel
- For Price enter the total amount of the receipt you will be uploading
- Click Add
- Repeat for other items. If Per Diem or Mileage, see below

For Per Diem

- Enter “Per Diem” enter the Catalog field
- The units will be each.
- For Quantity enter the number of days you were gone
- In Description, list the departure date and time and the return date and time
- Enter $28 in the Price field (Chrome River will calculate the amount based on departure date and time, return date and time and destination)
  - If you travel internationally and are seeking per diem, go to the US Department of State website (https://aoprals.state.gov/web920/per_diem.asp) for the City and Country visited. Enter the amount from the M & IE Rate column in the Price field.
- Click Add
For Mileage

- Enter "Mileage" in the Catalog field.
- The units will be each.
- For Quantity enter the number of miles.
- In Description, list both the departure address and the address that was traveled to.
- Enter $0.655 for travel that occurred on or after January 1, 2023 (travel that occurred prior to December 31, 2022, enter $0.625) in the Price field (Chrome River will calculate the amount based on departure address and the address that was traveled to.)
- Click Add

If you have more than one item, after clicking ADD enter information for next item; then click ADD again.

***Please note foreign currencies, make a note in the description field the currency of the receipts. ***

*****If conference hotel was used, please upload proof of conference hotel as an attachment. *****

<table>
<thead>
<tr>
<th>Catalog Part #</th>
<th>Description</th>
<th>Units</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext Price</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td></td>
<td>each</td>
<td>1</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>Yes</td>
</tr>
<tr>
<td>airfare</td>
<td></td>
<td>each</td>
<td>1</td>
<td>$566.00</td>
<td>$566.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td>$1,566.00</td>
<td></td>
</tr>
</tbody>
</table>

**Items section: Upload**

Upload all your receipts and approvals individually as Reference Material. This will allow the Business Office to review the documents easily.
Delivery Information Screen:

For Reimbursements requests, click the box next to “Other Address” and use your university address. In order to continue to the next screen a Delivery Date Requested will need to be entered. Please use today’s date.

Click CONTINUE when done
Review Screen:

Review and Submit Request. If the amount is under the department threshold it will go to the business office to place the order. Otherwise, it will go to the PI/Owner of the account entered for approval.

**********Please enter a detail business purpose to submit order. Note: lack of a detail business purpose will delay reimbursement.***************

Request Completed Screen:

Done! Message will show letting user know where the order went - Business Office or Account Owner/User for approval.
Users can view the status of an order and see the current status. In addition, the Requester will receive an email when each status is competed.

<table>
<thead>
<tr>
<th>Order Status Tracker</th>
<th>Request</th>
<th>Purchase</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Requested</td>
<td>Approved</td>
<td>Processed</td>
</tr>
<tr>
<td>Date</td>
<td>7/17/2012</td>
<td>7/17/2012</td>
<td>Pending</td>
</tr>
<tr>
<td>Name</td>
<td>Parks, Gregory W</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Your Information**
Gregory W Parks
217551-2089
Pt: Kristopher B Williams

**Delivery Information**
MRL Shipping and Receiving
104 S. Goodwin Ave
Room 190N
Urbana, IL 61801
Date Requested: 7/2/2012
Shipping Type: 1-5 Business Days

**Vendor Information**
Adobe Education and Public Sector
42 West 18th Street
New York, NY 10311

**Notes**
Date: 
Author: 
Notes: No Records Found.