

## STUDENTS CLAIMS AND REIMBURSEMENTS

### REQUIREMENTS CHECKLIST

Provide invoice showing the details of the services/products paid and receipts and/or proof of payment – if a receipt is not available, provide a credit card or bank statement showing proof of payment. A receipt is required for all cash transactions.

### EXPENSE TYPES

Relocation - Visa	Visa and related fees reimbursement
Relocation - Visa Medical	Payments of visa medical check-up
Relocation - Misc.	Photos, courier payments
Relocation - Transit/Lodging	Allowed only for exceptional cases with prior approval from Operations Manager

**Note:** To facilitate review of reimbursements please combine related expense types onto one line.

### STEP BY STEP PROCESS

- 1) Login to KAUST portal (<https://portal.kaust.edu.sa/irj/portal>)



- 2) Click the Student Self Services button



**Claim & Reimbursements**


**Student Details**

First name: Mohanned    Last name: Al Ghamdi    Kaust ID: 101781    Prog. Of Study: Environmental Sc. & Engineering (PhD)

Claim Type: **RELOCATION**       

ACADEMIC

**RELOCATION**


**Claim & Reimbursements**

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**Student Details**
[-]





**First name** Meshal   **Last name** Alawein   **Kaust ID** 132937   **Prog. Of Study** Electrical Engineering (MS)

**Claim Type** ACADEMIC





☐ Faculty Funded

☒ Graduate Affairs Funded

3

 New Entry   
  Copy   
  Delete   
  Convert Currency

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency	Receipt Amount*	Exchange Rate*	Local Currency	Amount (USD)*	Remarks	Attachments	*Cost Center	*WBS Element

 Save
 Submit
 Start Over
 Cancel/Back



- 6) Drop down to select the **Expense Type** (4) depending on the nature of expenses as explained above.

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency
1	----( Select Expense Type )----			----( Select Cur... )

----( Select Expense Type )----

- RELOCATION - MISC.
- RELOCATION - TRANSIT/LODGING
- RELOCATION - VISA
- RELOCATION - VISA MEDICAL

- 7) Fill in all mandatory fields. For WBS Element, use **GEN/1/2002-01-01**. Leave the **Cost Center** section blank.

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency	Receipt Amount*	Exchange Rate*	Local Currency	Amount (USD)*	Remarks	Attachments	*Cost Center	*WBS Element
1	ALLOWANCE			----( Select Cur... )	0,00		USD	0,00				

- 8) If the request is in SAR or USD, the system automatically provides the conversion rate. Bring the cursor to the Exchange Rate section after entering the value in the Receipt Amount then hit Enter to automatically calculate the equivalent amount in USD. For other currencies, conversion rate per Oanda.com should be provided based on the date indicated in the receipt.

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency	Receipt Amount*	Exchange Rate*	Local Currency	Amount (USD)*	Remarks	Attachments	*Cost Center	*WBS Element
1	ALLOWANCE			----( Select Cur... )	0,00		USD	0,00				



- 9) For every submission, supporting documents are always required to be attached. Select the supporting documents (Receipts) by clicking the Attachment Icon (5), browse for these documents (6), click **Upload** (7) and press **OK** (8).

Claim Type:

☒ Faculty Funded  
☐ Graduate Affairs Funded

Please use OANDA conversion rate based on the date indicated on the receipt.  
Please attach a copy of the eTicket when claiming per diem allowance.

New Entry | Copy | Delete | Convert Currency

S No	Expense Type	Start Date	End Date	Receipt Currency	Receipt Amount	Exchange Rate	Local Currency	Amount (USD)	Remarks	Attachments	Cost Center	WBS Ele
1	ALLOWANC..			---( Select Cur...	0.00		USD	0.00				

Save | Submit | Start Over | Cancel/Back

**Student Claims & Reimbursements**

Please upload your file

Please choose file types PDF,BMP,TXT,PPT,JPG ,DOC,XLS,PNG,GIF JPEG for Upload  
File size should be less than or equal to 10 MB

Choose File | No file chosen | Upload File

**Uploaded Files**

File Name

No attachments found

Delete | Display

OK

- 10) A success message will be displayed for files that have been uploaded.

**Student Claims & Reimbursements**

☒ File Uploaded Successfully

Please upload your file

Please choose file types PDF,BMP,TXT,PPT,JPG ,DOC,XLS,PNG,GIF JPEG for Upload  
File size should be less than or equal to 10 MB

Choose File | No file chosen | Upload File

**Uploaded Files**

File Name

Albar Registration

Delete | Display

OK



- 11) Once ready with all required details, click on **Submit Button** (9). The system will ask for confirmation for submission. Click **Yes** (10) in the dialog box that follows to trigger the workflow for approval.

The screenshot shows a web application interface for Graduate Affairs Operations. At the top, there are tabs for 'Claims Type' (ACADEMIC) and 'Faculty Funded'. Below this, a table lists claims with columns for S.No, Expense Type, Start Date, End Date, Receipt Currency, Receipt Amount, Exchange Rate, Local Currency, Amount (USD)\*, Remarks, Attachments, Cost Center, and WBS Element. A row is visible with S.No 1, Expense Type ALL OWANCES/TEACHING ADJUSTMENTS, Start Date 01/04/2016, End Date 30/04/2016, Receipt Currency United States Dollar, Receipt Amount 2,000.00, Exchange Rate 1.00000, Local Currency USD, Amount (USD)\* 2,000.00, Remarks, Attachments, Cost Center, and WBS Element. A yellow callout '9' points to the 'Submit' button in the bottom toolbar. A 'Confirmation Window' dialog box is open in the center, asking 'Do you want to submit?' with 'Yes' and 'No' buttons. A yellow callout '10' points to the 'Yes' button in the dialog box. The bottom toolbar also includes 'Save', 'Start Over', and 'Cancel/Back' buttons.

- 12) A claim reference number for tracking purposes is automatically generated after submission. At the same time, a notification is sent to the student confirming the submission of the request and to the Onboarding Advisor to review the submission. Use this number for future queries and reference

The screenshot shows a notification bar at the top with a green checkmark icon and the text 'Claim 0000001208 submitted successfully'. Below this, there is a section titled 'Claim & Reimbursements' with a circular arrow icon and a document icon.