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)

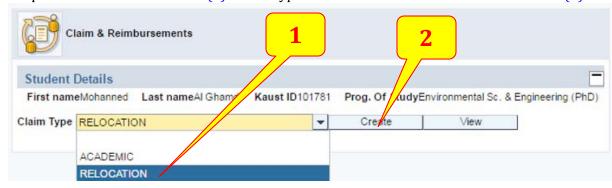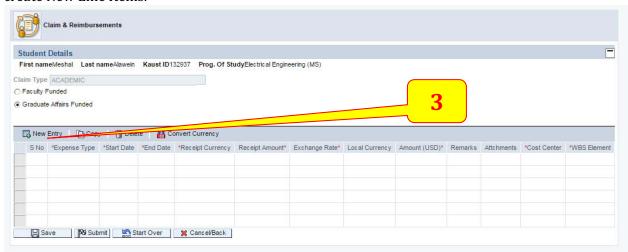2) Click the Student Self Services button

3) Claims and Reimbursement is in the Self-Service Area as shown below.

4) Drop down to select Relocation (1) for the type of claim to be created and click on Create (2)
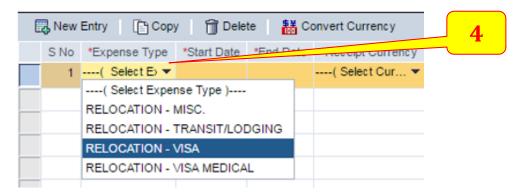

5) Click on New Entry Button (3) to create New Claim. Also, New Entry Button should be used to create New Line Items.

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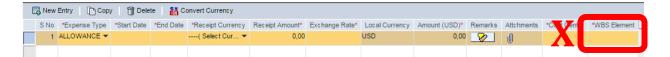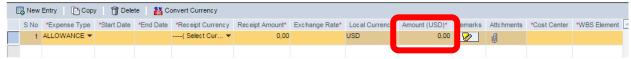Science and Technology

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

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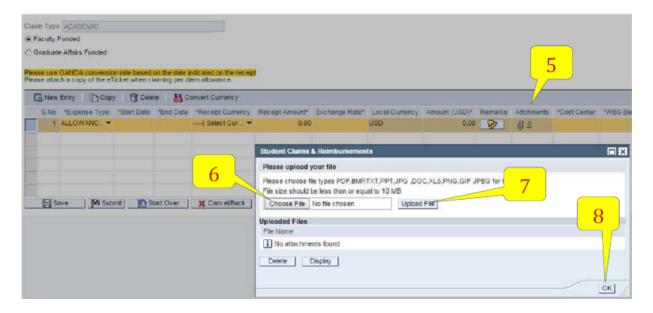

8) If the request is in SAR or USD, the system automatically provides the conversion rate. Bring the cursor to the Exchange Rate section after entering the value in the Receipt Amount then hit Enter to automatically calculate the equivalent amount in USD. For other currencies, conversion rate per Oanda.com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

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).

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

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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.

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