Faculty Home Entertainment Reimbursement
Instructions for Certify

Log into Certify using your full Bowdoin College email address and your password. If you have forgotten your password select on the "Lost Password Wizard" from the Certify Login page.

Add receipts into your Certify Wallet by selecting Receipts and choosing one of the various options available.

Select "Manual" under the "Get Started" section.

Select Step 1 from the Get Started Section.
Enter Faculty Home Entertainment in the expense report name field and the date of the entertainment within the start and end dates.

**New Expense Report**

To begin, enter a few details about the new expense report.

- **Expense Report Name**: Faculty Home Entertainment
- **Start Date**: 9/19/2014
- **End Date**: 9/19/2014
- **Description**: 

Select the appropriate receipt located in My Certify Wallet on the right (this will fill in some of the fields and associate the receipt with the expense).
Then complete the add expense section with:

1. The Date
2. Select department number 220100 - Faculty Home Entertainment
3. Select category code Faculty Home Entertainment (1-6060)
4. Attendees (you can list "12 students" instead of listing specific names)
5. Reason for the expense
6. Select, “I paid for this, please reimburse me”.
7. Save

Once your expense report is complete select submit for approval. Your expense report will be sent via email to Kathi Lucas in the Dean of Academic Affairs Office and then onto Denise Trimmer in the Dean of Student Affairs Office for second approval.
At the next screen you have the option of adding an email note to the approver or you can just select submit for approval.

Your expense report is now on the way for approval and payment. You can view your pending and archived reports from your Certify home page under My Expense Reports. Depending on your account settings, you may receive an email as your expense report moves through the process of approval and payment. Payments are issued through accounts payable via EFT method into your bank account.

For assistance with Certify please contact Robin Saindon at rsaindon@bowdoin.edu ext. 3584 or Joanna Long at jlong@bowdoin.edu ext. 3470