

Resident Reimbursement Site Quick Reference (Resident)

Review and Update Reimbursement Claim Form

When a claim form is returned by approvers, residents will receive an email message indicating which form is required attention. Follow **all steps** in this guide to review and update claim form to.

Reviewing forms that are returned by approvers

In My Request page, under Pending Program Approval, click on the title of the form.



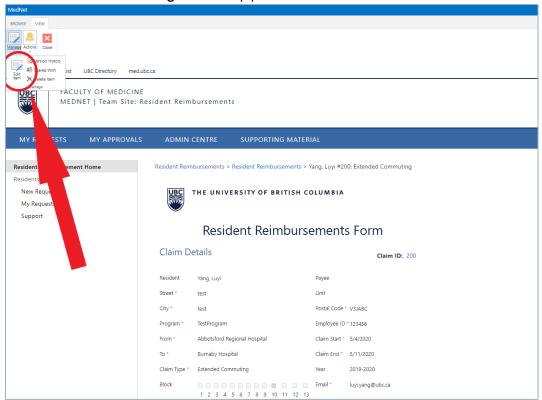
>> Scroll down to the bottom of the page, review comment from approvers

pproval History	
amily Practice Office (6/10/2021, Yang, Luyi) - Res	ubmit for Review: testing
Program Admin (6/10/2021, Yang, Luyi) - Approved	:
New Request (6/10/2021, Yang, Luyi) - Submit: TES	TING
Account: 10200-01-620-88016000-6241200	GST



Editing forms

Click Edit Item under Manage on the top panel.



Click **Save** at the bottom of the form to save changes. Email Program Administrator to continue the approval process.

