



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.

Resident Reimbursement
Home
Residents
New Request
My Requests
User Manuals

My Pending Requests

ID	Title	Academic Year	Claim Type
Count= 3			
▶ Decision Status : Not Submitted (1)			
▲ Decision Status : Pending Program Approval (2)			
Count= 2			
1883	Yang, Luyi #1883: Off-Site Callback *	2020-2021	Off-Site Callback
200	Yang, Luyi #200: Extended Commuting	2019-2020	Extended Commuting

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

Approval History

Family Practice Office (6/10/2021, Yang, Luyi) - Resubmit for Review: testing

Program Admin (6/10/2021, Yang, Luyi) - Approved:

New Request (6/10/2021, Yang, Luyi) - Submit: TESTING

Account: 10200-01-620-88016000-6241200

GST _____



Editing forms

- ▶▶ Click **Edit Item** under **Manage** on the top panel.

MedNet

BROWSE VIEW

Manage Actions Close

Version History
Shared With
Delete Item

ist UBC Directory med.ubc.ca

FACULTY OF MEDICINE
MEDNET | Team Site: Resident Reimbursements

MY REQUESTS MY APPROVALS ADMIN CENTRE SUPPORTING MATERIAL

Resident Reimbursement Home

Resident Reimbursements > Resident Reimbursements > Yang, Luyi #200: Extended Commuting

THE UNIVERSITY OF BRITISH COLUMBIA

Resident Reimbursements Form

Claim Details Claim ID: 200

Resident	Yang, Luyi	Payee
Street *	test	Unit
City *	test	Postal Code * V3JABC
Program *	TestProgram	Employee ID * 123456
From *	Abbotsford Regional Hospital	Claim Start * 5/4/2020
To *	Burnaby Hospital	Claim End * 5/11/2020
Claim Type *	Extended Commuting	Year 2019-2020
Block	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13	Email * luyi.yang@ubc.ca

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

Approval History

Program Admin (6/29/2020, Yang, Luyi) - Resubmit for Review: test

New Request (5/13/2020, Yang, Luyi) - Submit:

Account: 10200-01-620-88016000-6241200 GST _____