

How do I create a reimbursement in YoMart?

Problem

I need to submit a reimbursement in YoMart

Solution

Use the Online Direct Pay Form for travel and non-travel reimbursements.

1. Select the **Request for Direct Payment** sticker from the YoMart homepage
2. Fill out all 11 steps - important changes to steps are listed below
3. Step 1 - Vendor - should be the person that is to be reimbursed

If the student or employee is not showing up please contact Dawn Sturgill with Vendor Maintenance

Vendor / Payee Information

Step 1: Select a Supplier Record

If the vendor you are looking for is not in YoMart do not complete this form. First fill out the 'New Supplier Request' form found on the homepage.

Supplier Ann Barbara Bajka [more info...](#)
[select different supplier](#)

Fulfillment Address 

Distribution

The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Manual

4. Step 5 - Type of Payment - should be either **Employee Non-Travel Reimbursement** or **Student Non-Travel Reimbursement**

Do not select Other on this step

Step 5: Select Type of Payment

- Vendor Invoice for Meals and Entertainment Expenses Without Alcohol (Attach Event Expense Form)
- Vendor Invoice for Meals and Entertainment Expenses with Alcohol (Attach Event Expense Form)
- Honorarium (Attach Documentation) Requires Banner ID
- Workshop Participant: Requires Banner ID, Cannot be ASU Faculty, Staff or Student
- Research Subject Payment: Requires Banner ID, Cannot be ASU Faculty, Staff or Student (Provide IRB#)
- Contract Services - Independent & Personal Service / Guest Speaker / Entertainment (Attach Copy)
- Purchasing / License / Maintenance Contracts (Attach Copy)
- Miscellaneous Invoices (Attach Invoice)
- Employee Non-Travel Reimbursement
- Student Non-Travel Reimbursement
- Other (Please Specify in Step 6)

IRB Number

5. Step 11 - Attachments - Include all receipts of purchases to be reimbursed

6. Once all steps have been filled, scroll to the top of the form and choose Add and Go To Cart from the available actions

Available Actions:

7. Click **Go**

8. In your shopping cart, if you do not have fund access please **Assign Cart** to your department admin, otherwise **Proceed to Checkout**

The screenshot shows a shopping cart interface. At the top, there's a search bar with the text "Search for products, suppliers, forms, part number, etc." and a magnifying glass icon. Below the search bar, it says "1 Item" and "Ann Barbara Bajka · 1 Item · 36.22 USD". Underneath, there's a section for "SUPPLIER DETAILS" with a table:

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1	Supplies Reimbursement	36.22	Qty: 1	36.22

Below the table, there's an "ITEM DETAILS" section with a "Commodity Code" field that is empty and has a red "Required" error message below it. On the right side, there's a summary box with a red error message: "Correct these issues. You are unable to proceed until addressed. Required: Commodity Code (Line 1)". Below the error message, it shows "Estimate (36.22 USD)", "Subtotal", "Shipping", and "Handling". At the bottom of the summary box, there are two buttons: "Proceed To Checkout" and "Assign Cart".

9. Please see the [Checkout](#) page for further instructions

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