

Softdocs etrieve - Form Instructions

Expense Reimbursement Request for Student or Non-DU Person

Direct link to form: <https://dom.etrieve.cloud/central/forms/432>

The screenshot displays the 'etrieve | CENTRAL' web interface. On the left sidebar, under the 'Forms' tab, the 'Expense Reimbursement Request for Student or Non-DU Person' form is selected. The main content area shows the form title 'Expense Reimbursement Request for Student or Non-DU Person V1' with a 'Draft saved' status. Below the title is the Dominican University Business Office logo and address: '7900 W. Division St, River Forest, IL 60305'. A link for 'DU-IT's Softdocs etrieve website' is provided. The form title is repeated in a large blue box. Below this, it states 'Form started by: staff or faculty'. A section titled 'Accounts Payable Forms' lists several document types: 'Purchase Order', 'Expense Reimbursement', 'Invoice Payment', and 'Check Request', each with a brief description. At the bottom, there are links for 'Questions' and a 'Submit' button.

Alternate access:

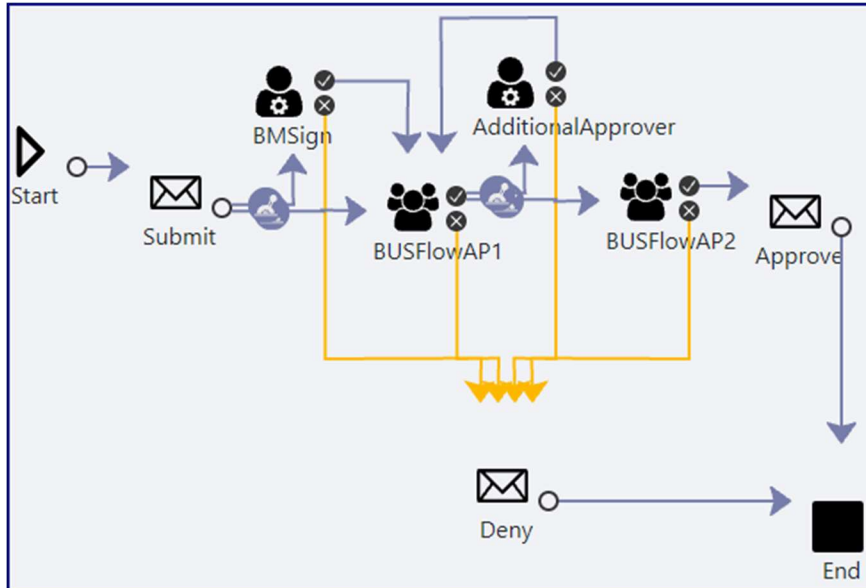
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on "Forms"
3. Scroll down to "Business Office" section (or search form name in box at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
<https://support.dom.edu/TDClient/2074/Portal/Requests/Service/53278/Report-a-Softdocs-Etrieve-Issue/Request>

Workflow process:

1. Requestor starts form and their information autofills.
2. If Requestor is Budget Manager (BM), then they sign and receive email confirming submission.
3. If Requestor is NOT BM, then BM receives an email notification to approve/deny.
4. Business Office receives an email notification to approve/deny (start payment).

5. If more approval needed (multiple acct #), then additional approver(s) receives an email notification to approve/deny.
6. Business Office receives an email notification to approve/deny (after check issued).
7. Requestor receives an email confirming approval or denial.
8. Form files in Softdocs etrieve Content (document repository).



Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

etrieve CENTRAL				
Submissions Forms				
Search Needs Review In Progress Completed Clear all				
Package Name ↑↓	Workflow ↑↓	Step ↑↓	Status ↑↓	
Return to Work Certification V1 - Marjorie Luce - [redacted]	Return to Work Certification	End	Completed	
Directory Change Request V1 - Marjorie Luce [redacted]	Directory Change Request	End	Completed	
Directory Change Request V1 - Marjorie Luce [redacted]	Directory Change Request	End	Completed	
Student Employment Work Authorization V2 - Marjorie Luce [redacted]	Student Employment Work Authorization	End	Completed	

Needs Review = YOU need to act

In Progress = SOMEONE ELSE needs to act

Completed = All done!

Needs Review
In Progress
Completed
Clear all

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

Submissions **Forms**

Search

Drafts **1** [Edit](#)

Directory Photo Opt Out 11/17/2025

Available Forms [Collapse all](#)

From the form list, click “edit,” checkmark draft to delete, click trash icon. Or simply hover over the draft form name, then click trash icon.

Drafts **1** [X](#)

[Delete Selected](#) [Unselect All](#)

☒ Directory Photo Opt Out 11/17/2025

When a draft is open, it can also be deleted using trash icon at bottom of form.

[Delete Draft](#) [Save](#) [+ Add Attachment\(s\)](#) [Submit](#)

Form errors:

All boxes with red asterisk must be completed to “submit” a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.

Employee Signature Date *

Employee Signature Date is required

[+ Add Attachment\(s\)](#)

The form failed to submit due to validation errors. Please check the form and try again. [X](#)

Example screenshots:

**DOMINICAN UNIVERSITY**
Business Office
7900 W. Division St, River Forest, IL 60305

[DU-IT's Softdocs etrieve website](#): form instructions, troubleshooting, Support Center help

Expense Reimbursement Request

for Student or Non-DU Person

Form started by: staff or faculty

Accounts Payable Forms

Purchase Order: Document from Dominican to seller that authorizes a purchase BEFORE goods or service provided

Expense Reimbursement: Repayment to employee/student/speaker/job candidate for personal funds spent on company business

Invoice Payment: Payment of bill received from company or person AFTER goods or service provided

Check Request: Payment to company or person AFTER goods or service provided (no bill received, contract typically provided)

Questions: Refer to the [Business Office SharePoint site](#) or contact Accounts Payable (accountspayable@dom.edu)

- **Tuesday at 3pm** is the request deadline for: paper check pickup / campus mail
- **Wednesday at 3pm** is the request deadline for: eCheck / USPS
- **eChecks:** Paymerang will send you an email with the check attached. It can be printed and deposited with your bank. You can access your check by choosing the 'Guest' option.

Requestor Information (who is filling out form)

Requestor Full Name	Requestor DU Email
Marjorie Luce	mluce1@dom.edu

Are you the final approver for this request (Ex: budget manager)? *



Approval Process:

- If supervisor approval is required, then supervisor must initiate request. Budget approval is a single-step process between a Requestor and a Budget Manager. Each department independently determines its authorized Requestor(s).
- If multiple approvers are needed (like with grants or split payments), then indicate that in Expense Reimbursement Note section. When the Business Office receives the form, then they will route to additional approvers.
- If multiple departments are contributing to an expense reimbursement payment, then request should only be submitted once (not multiple times for partial payments).

Only complete the BM section if answer above is NO

Approver Information: Budget Manager (BM)

1. Name Search:

- Type a few letters of person's first or last name (no comma)

2. Search Results:

- Choose the name with correct email
- Verify email and ID are correct after autofill refreshes

BM Name Search *

klein

BM DU Email

confirm email is correct

BM Search Results *

Emily Kle
Gary Kle
Keith Kle
Mason Kle
Todd Kleine - tdkleine@dom.edu

BM Name Search *

Todd Kleine

BM DU Email

tdkleine@dom.edu

confirm email is correct

BM Search Results *

Todd Kleine - tdkleine@dom.edu

click arrow to see search results

Vendor Information (Student or Non-DU Person)

Who is the vendor? *

Non-DU Person

Current Student

Past Student

Non-DU Person

What email do you use with this vendor?

required for echeck payments

If this is for a new vendor, then complete another form too!

Is this a new vendor? * Yes  Choose 'No' for 'Current Student'	Please complete a W-9 for New Vendor Softdocs etrieve form before submitting this Expense Reimbursement Request.
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To search by a vendor name... or portion of a vendor name

Is this a new vendor? * No  Choose 'No' for 'Current Student'
1. Vendor ID or Name Search: - Type vendor ID (for students use their student ID) - Or part of vendor name - Or a person's first or last name (no comma) 2. Search Results: - Choose the name with correct ID - Verify vendor information that appears below (email, phone, and address)
Vendor Name or ID Search * sanchez Examples: "87171" or "Electric" or "Prospect Electric Company" or "Sanchez"
Vendor Search Results  Garcia Sanchez, [redacted] Garcia Sanchez, [redacted] Quechol Sanchez, [redacted] Sanchez Alv[redacted] Sanchez Casta[redacted]

Once a choice is made, then other boxes autofill

Vendor Search Results Garcia Sanchez, [redacted]  click arrow to see search results	
Vendor DU ID [redacted]	Vendor Name Garcia Sanchez, [redacted]

To search by a vendor ID (Jenzabar ID)... or portion of a vendor ID

Is this a new vendor? *

No 

Choose 'No' for 'Current Student'

1. Vendor ID or Name Search:

- Type vendor ID (for students use their student ID)
- Or part of vendor name
- Or a person's first or last name (no comma)

2. Search Results:

- Choose the name with correct ID
- Verify vendor information that appears below (email, phone, and address)

Vendor Name or ID Search *

9200

Examples: "87171" or "Electric" or "Prospect Electric Company" or "Sanchez"

Vendor Search Results



 9200 

 - 9200 

 Distributors,  9200 

 - 9200 

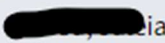
 LLC,  9200 

Once a choice is made, then other boxes autofill

Vendor Search Results

 ia - 9200  

click arrow to see search results

Vendor DU ID	Vendor Name
9200 	 ia

Verify vendor information that autofills and make any notes

Add a "Vendor Note" for the Business Office if:

- Missing or incorrect information appears below about the vendor
- You can't find a vendor in the search results
- Vendor has a preferred payment method

Vendor Note

0/500 characters

Vendor Email

Vendor Phone #

Vendor Physical Address

Vendor City

Vendor State

Vendor Zip

Example expense #1: Parking

Expense Reimbursement	
Expense Reimbursement Policy: Please reference the University Policies on the Business Office SharePoint website.	
Expense Limit: This form has a limit of 5 expenses. If you have more than 5, then you will need to complete an additional form.	
\$50 and under: Expenses \$50 and under should be taken to Stars Connect for immediate cash reimbursement.	
Professional Development: All expenses related to professional development/conference/training such as registration fees, books, travel, lodging, etc. should be totaled and charged as one expense .	
Mileage Reimbursement: Put this in the Additional Reimbursement Section .	
Expense Date *	Expense Amount *
10/02/2026	\$ 50.00
Expense Description (parking, travel, meals, conference, training, etc.) *	
parking	
shows in GL text for Budget Manager	
Expense Purpose (conference name, travel destination, individuals entertained, etc.) *	
ICRM Conference	
Account Number section optional for Requestor, but required for Budget Manager.	
1. Account # or Name Search: - Type part or all of sundry/GL account code (budget code) - Or part or all of department name	
2. Search Results: - Choose primary account number with correct department/description - If you <u>can't find a match</u>, then contact Accounts Payable (accountspayable@dom.edu)	
Account # Search	
04.3400.3410	
Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"	
Account # Search Results	
04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE	
click arrow to see search results	
Account #	Account Department/Description
04.3400.3410	INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE
Do you want to add a 2nd expense? *	
Yes	

Example expense #2: Travel

Expense Reimbursement 2	
Expense Date 2 *	Expense Amount 2 *
10/02/2026	\$ \$350.00
Expense Description 2 (parking, travel, meals, conference, training, etc.) *	
travel - airline	
shows in GL text for Budget Manager	
Expense Purpose 2 (conference name, travel destination, individuals entertained, etc.) *	
ICRM Conference	
15/500 characters	
Account # Search 2	
04.3400.3410	
Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"	
Account # Search Results 2	
04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE	
click arrow to see search results	
Account # 2	Account Department/Description 2
04.3400.3410	INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE
Do you want to add a 3rd expense? *	
Yes	

Example expense #3: Meals

Expense Reimbursement 3	
Expense Date 3 *	Expense Amount 3 *
10/02/2026 	\$
Expense Description 3 (parking, travel, meals, conference, training, etc.) *	
3 meals w/Pete Peterson & Todd Kleine	
shows in GL text for Budget Manager	
Expense Purpose 3 (conference name, travel destination, individuals entertained, etc.) *	
ICRM Conference	
15/500 characters	
Account # Search 3	
04.3400.3410	
Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"	
Account # Search Results 3	
04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE 	
click arrow to see search results	
Account # 3	Account Department/Description 3
04.3400.3410	INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE
Do you want to add a 4th expense? *	
Yes 	

Example expense #4: Conference

Expense Reimbursement 4	
Expense Date 4 *	Expense Amount 4 *
10/02/2026 	\$ \$450.00
Expense Description 4 (parking, travel, meals, conference, training, etc.) *	
conference registration	
shows in GL text for Budget Manager	
Expense Purpose 4 (conference name, travel destination, individuals entertained, etc.) *	
ICRM Conference	
15/500 characters	
Account # Search 4	
04.3400.3410	
Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"	
Account # Search Results 4	
04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE 	
click arrow to see search results	
Account # 4	Account Department/Description 4
04.3400.3410	INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE
Do you want to add a 5th expense? *	
Yes 	

Example expense #5: Training

Expense Reimbursement 5	
Expense Date 5 *	Expense Amount 5 *
10/02/2026 	\$ 175.50
Expense Description 5 (parking, travel, meals, conference, training, etc.) *	
Records Management Training - Forms Workshop	
shows in GL text for Budget Manager	
Expense Purpose 5 (conference name, travel destination, individuals entertained, etc.) *	
ICRM Conference	
15/500 characters	
Account # Search 5	
04.3400.3410	
Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"	
Account # Search Results 5	
04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE 	
click arrow to see search results	
Account # 5	Account Department/Description 5
04.3400.3410	INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

To search by account # (account code, budget code)... or portion of account #

Account Number section optional for Requestor, but required for Budget Manager.

1. Account # or Name Search:

- Type part or all of sundry/GL account code (budget code)
- Or part or all of department name

2. Search Results:

- Choose primary account number with correct department/description
- If you can't find a match, then contact **Accounts Payable** (accountspayable@dom.edu)

Account # Search

04.3400

Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"

Account # Search Results

04.3400. [REDACTED] INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

04.3400. [REDACTED] INFORMATION TECHNOLOGY : SAL ADMIN: STAFF

04.3400. [REDACTED] INFORMATION TECHNOLOGY : SAL ADMIN-VSP OFFSET

04.3400. [REDACTED] INFORMATION TECHNOLOGY : SAL ADMIN: CLERICAL

04.3400. [REDACTED] INFORMATION TECHNOLOGY : ST EMPL: DU STUDENT

Once a choice is made, then other boxes autofill

Account # Search Results

04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

click arrow to see search results

Account #	Account Department/Description
04.3400.3410	INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

Do you want to add a 2nd expense? *

Yes

Expense Reimbursement 2

Expense Date 2 *

Expense Amount 2 *

To search by account name... or portion of account name

Account Number section optional for Requestor, but required for Budget Manager.

1. Account # or Name Search:

- Type part or all of sundry/GL account code (budget code)
- Or part or all of department name

2. Search Results:

- Choose primary account number with correct department/description
- If you can't find a match, then contact **Accounts Payable** (accountspayable@dom.edu)

Account # Search

Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"

Account # Search Results

- 04.3400 - TEACHING & LEARNING TECHNOLOGIES : MISC EQUIPMENT
- 04.3400.3410 - TEACHING & LEARNING TECHNOLOGIES : COPIER CHARGES
- 04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE
- 04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: STAFF
- 04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN-VSP OFFSET

Once a choice is made, then other boxes autofill

Account # Search Results

click arrow to see search results

Account #

Account Department/Description

Do you want to add a 2nd expense? *

Expense Reimbursement 2

Expense Date 2 *

Expense Amount 2 *

Additional Reimbursement Information

Do you have a mileage expense? *

Yes

of Miles Traveled *

100

Mileage Expense Amount *

\$

\$76.00

Mileage Expense Amount = number of miles × reimbursement rate

Example: 100 miles times \$0.76 rate = \$76.00 cost

See [Business Office website](#) for current mileage reimbursement rate

Total Expenses

\$

\$1,226.95

Did you receive a funding advance? *

Yes

Advanced Amount *

\$

\$500.00

Total Reimbursement

\$

\$726.95

Grant-Funded? *

No

Fiscal Year *

2026-27

FY runs July 1-June 30

How would you like to receive funds from the Business Office? *

eCheck

Paper check - campus mail

Paper check - pick up in Stars Connect

Paper check - via US mail

Add an "Expense Reimbursement Note" for the Business Office if:

- You have additional information to provide

Expense Reimbursement Note

0/500 characters

Please attach receipt(s) as a single document *

PDF and JPEG only

Drag and drop a file here to upload

— OR —

[+ Browse Files](#)

Please attach receipt(s) as a single document *

PDF and JPEG only

✓ [Test Attachment.pdf](#)  

 Save

[+ Add Attachment\(s\)](#)

 Submit

DON'T FORGET TO SUBMIT!



Expense Reimbursement Request for Student or
Non-DU Person V1 submitted

Your form has been submitted and will be processed soon.

Signature

Budget Manager (BM) Signature *

BM Signature Date *

I understand that this constitutes my legal signature on this document.

Signature

Draw

Type

M. Luce

Clear

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Draw OR Type your signature

Draw

Type

Full Name

Marjorie Luce

Preview

Marjorie Luce

Budget Manager (BM) Signature *

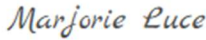
BM Signature Date *

I understand that this constitutes my legal signature on this document.

07/25/2026

Marjorie Luce

DON'T FORGET TO APPROVE OR DENY!

Budget Manager (BM) Signature * I understand that this constitutes my legal signature on this document.		BM Signature Date *
		10/02/2026 
Approved? *		
Yes	If Yes chosen, then click Approve at bottom of form. No comment required.	
	If No chosen, then put a reason in the comment panel to right of form. Click Send Comment and then click Decline at bottom of form.	

Approve / Deny

Approved? *		If Yes chosen, then click Approve at bottom of form. No comment required.
		If No chosen, then put a reason in the comment panel to right of form. Click Send Comment and then click Decline at bottom of form.
Yes		
No		

EXAMPLE 1: Approved

Approved? *		If Yes chosen, then click Approve at bottom of form. No comment required.
<input checked="" type="text" value="Yes"/>		If No chosen, then put a reason in the comment panel to right of form. Click Send Comment and then click Decline at bottom of form.
 Save  Unlock Decline <input checked="" type="button" value="Approve"/>		

EXAMPLE 2: Denied

Approved? *		If Yes chosen, then click Approve at bottom of form. No comment required.
<input checked="" type="text" value="No"/>		If No chosen, then put a reason in the comment panel to right of form. Click Send Comment and then click Decline at bottom of form.
 Save  <input checked="" type="button" value="Decline"/> Approve		
This is not a valid account #. Please resubmit with correct account #.  Send Comment		

Business Office Use Only		
Approved? *		
No		
If Yes chosen, then click Approve at bottom of form. No comment required.		
If No chosen, then put a reason in the comment panel to right of form. Click Send Comment and then click Decline at bottom of form.		
 Save  <input checked="" type="button" value="Decline"/> Approve		
Marjorie Luce This is not a valid account #. Please resubmit with correct account #. Ip Address: 69.219.216.130 08/23/2026 at 2:11 PM  Edit  Delete  Send Comment		

If Business Office needs to route to additional approvers (BUSFlowAP1)

Business Office Use Only

Send to additional approver? *

Yes

▼

Approver Name Search *

Marjorie Luce

type at least 3-4 letters

Approver Search Results *

Marjorie Luce - mluce1@dom.edu

▼

click arrow to see search results

Approver DU Email

mluce1@dom.edu

confirm email is correct

Additional Approver Routing:

- Do an "Approver Name Search"
- Choose a name from "Approver Search Results"
- Repeat each time form returns to BUSFlowAP step
- Optional: notate each approver name in BUS Notes section
- **Select "No" when done with additional approvers**

BUS Notes

Save

Unlock

Decline

Approve

Additional approvers can edit "Approved?" choice, no signature required

Approved? *

Yes

▼

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save

Unlock

Decline

Approve

If no further approvals needed, then Business Office starts check process (AP1)

Business Office Use Only

Send to additional approver? *

No

▼

Additional Approver Routing:

- Do an "Approver Name Search"
- Choose a name from "Approver Search Results"
- Repeat each time form returns to BUSFlowAP step
- Optional: notate each approver name in BUS Notes section
- **Select "No" when done with additional approvers**

BUS Notes

0/500 characters

Save

Unlock

Decline

Approve

Once check issued, then Business Office adds check info (AP2)

DU Check Number *

123

Paid Date *

08/23/2026

Check Amount *

\$

\$650.00

Paymerang Payment? *

Yes

▼

Paymerang Payment Number *

123

Paymerang Payment Type *

Check

▼

Please attach check copy *

PDF and JPEG only

✓

Test Attachment.pdf

Save

Unlock

Decline

Approve