



# Reimburse Students

## Proxy Reimbursements on Infor (Part I)

London Business School Infor XM

My Profile Start Proxy

Inbox

What do you want to do? [Create a New...](#) [Review Documents](#) [Search Documents](#) [Manage Receipts](#)

1. Click Start Proxy – search for student
2. Create a New... (If you are reimbursing yourself start from Step 2)

London Business School Infor XM

EC00004595

Total: £0.00

Help Cancel Save

**Document Header**

Enter the header information for this expense report and click Save.

\* Document Title

1234\_EVENT NAME

3. Document title: Finance Code followed by event name



# Reimburse Students

## Proxy Reimbursements on Infor (Part II)

London Business School

Infor XM

Start Typing

1234\_EVENT NAME

Total: £0.00

[Print](#) | [History](#)

Help

Close

Submit

[Expenses](#) | [My Receipts](#) | [Notes](#) | [Summary](#)

Add Expense: [Out of Pocket](#)

Click on an expense to view or edit it. Select lines items in the checkbox column, then click one of the buttons below to perform the action on the selection.

<input type="checkbox"/>	Expense Type ↑	Allocations
No data to display		

Expense Types

£ Client and Student Entertainment (12051)

Export

Receipt(s)

#### 4. Click “Out of Pocket” then Expense Type

London Business School

Infor XM

Start Typing

1234\_EVENT NAME

Total: £0.00

Help

Cancel

Save

Client and Student Entertainment (12051)

Switch Orientation

Export

£ Client and Student Entertainment (12051)  
100% Central

Total: £0.00

1 Standard Information

\* Expense Type  
Client and Student Entertainment (12051)

\* Date

\* Amount

\* Currency  
Pound Sterling

\* Receipt Type

\* Merchant

\* Location  
London/United Kingdom

\* Payment Type

\* Description



☐ Do Not Reimburse (Personal)

#### 5. Complete section 1: Standard information. Be sure to select Cash/Personal Card under payment type




# Reimburse Students

## Proxy Reimbursements on Infor (Part III)

London Business School Infor XM Start Typing  


1234\_EVENT NAME  
Total: £0.00

Client and Student Entertainment (12051) Switch Orientation Export




Client and Student Entertainment (12051)  
100% Central

Total: £0.00

5 Receipts 

Maximum number of receipts for a single claim or receipts store is 100.  
You can directly drag files from your desktop and drop to the following areas.

Attached Receipts



6. Complete section 5: Upload receipt – **Itemized bill not credit card slip**
7. Click Save
8. Repeat Steps 4-7 if you are reimbursing the same student for another expense that is part of same event code
9. Click Submit: You do not need to re-upload your receipts