



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.

Expense Type ↑	Allocations	Expense Types	Receipt(s)
<input type="checkbox"/>		Client and Student Entertainment (12051)	Export

No data to display

4. Click “Out of Pocket” then Expense Type

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1234_EVENT NAME
Total: £0.00

[Help](#) [Cancel](#) [Save](#)

Client and Student Entertainment (12051) [Switch Orientation](#) [Export](#)

<p>Client and Student Entertainment (12051) 100% Central</p> <p>Total: £0.00</p>	<p>1 Standard Information</p> <p>* Expense Type: Client and Student Entertainment (12051) * Date: * Amount: * Currency: Pound Sterling * Receipt Type: </p> <p>* Merchant: * Location: London/United Kingdom * Payment Type: * Description: </p> <p><input type="checkbox"/> Do Not Reimburse (Personal)</p>
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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 Help Cancel Save

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