



PROCESSING OF PAYMENTS REQUEST FOR TEACHING ASSISTANTS' ALLOWANCE

REQUIREMENTS

- Approved TA form
- Cost Center or WBS (Pocket ID)

EXPENSE TYPE EXPLANATIONS

ALLOWANCES-TEACHING ASSISTANT	Payment request for Internal Internship and/or Residential Leaders Allowance
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STEP BY STEP PROCESS

- 1) Login to KAUST portal

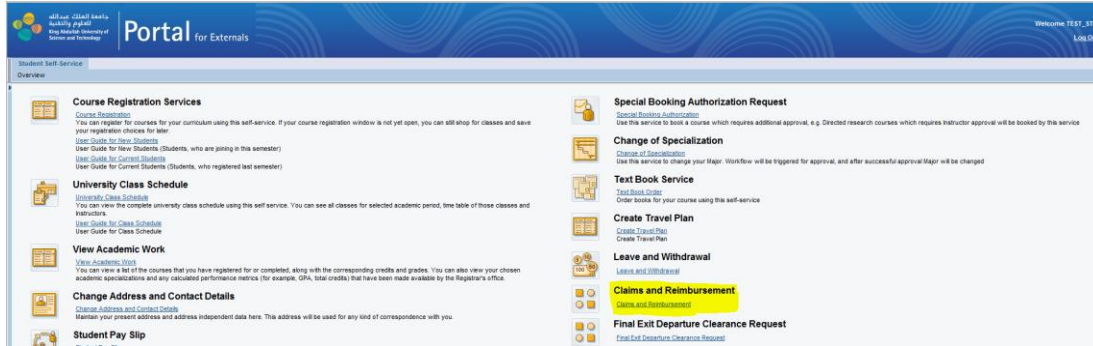


- 2) Click the [Student Self-Service](#) link

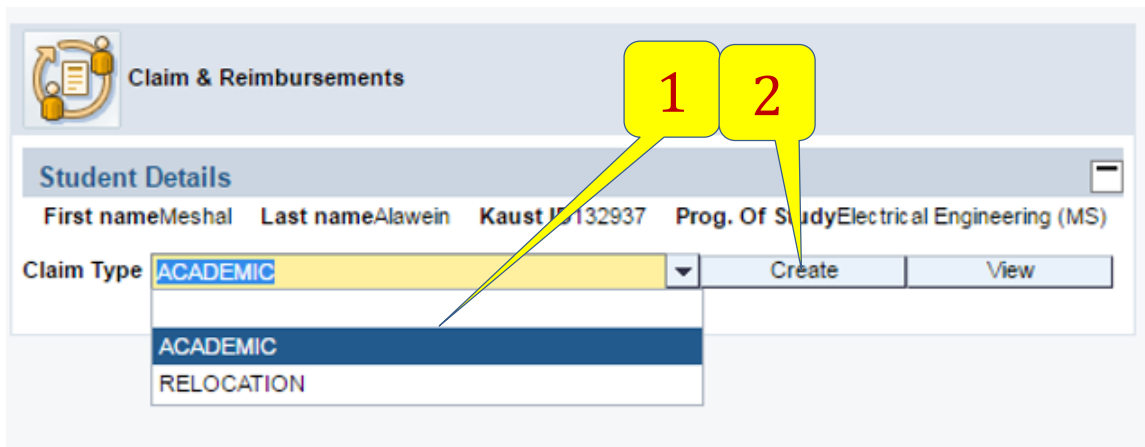




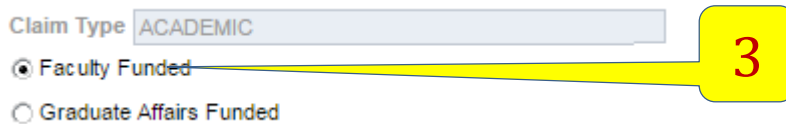
3) Students can access Self- Services Screen as shown below to create/delete/change claims.



4) Drop down to select **ACADEMIC (1)** for the type of claim to be created and click on **Create (2)**



5) Choose **Faculty Funded (3)** on the screen that follows:





6) Click on New Entry Button (4) to create New Claim.

Claim & Reimbursements

Student Details

First name Meshal Last name Alawein Kaust ID 132937 Prog. Of Study Electrical Engineering (MS)

Claim Type ACADEMIC

Faculty Funded

Graduate Affairs Funded

New Entry Copy Delete Convert Currency

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency	Receipt Amount*	Exchange Rate*	Local Currency	Amount (USD)*	Remarks	Attachments	*Cost Center	*WBS Element

Save Submit Start Over Cancel/Back

7) Drop down to select Allowances – Teaching Assistants for the expense type.

Claim Type ACADEMIC

Faculty Funded

Graduate Affairs Funded

Please use OANDA conversion rate based on the date indicated on the receipt
Please attach a copy of the eTicket when claiming per diem allowance.

New Entry Copy Delete Convert Currency

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency
1	----(Select Expense Type)----			----(Select Currency)----

----(Select Expense Type)----

- ALLOWANCES-INTERNAL INTERNSHIP
- ALLOWANCES-MISC.
- ALLOWANCES-TEACHING ASSISTANTS**

8) Fill in all mandatory fields, including Cost Center (5) or WBS (6) as provided by the corresponding Senior BM of the division.

Claim Type ACADEMIC

Faculty Funded

Graduate Affairs Funded

Please use OANDA conversion rate based on the date indicated on the receipt
Please attach a copy of the eTicket when claiming per diem allowance.

New Entry Copy Delete Convert Currency

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency	Receipt Amount*	Exchange Rate*	Local Currency	Amount (USD)*	Remarks	Attachments	*Cost Center	*WBS Element
1	ALLOWANC..	01.04.2016	04.2016	United States D..	2,000.00	1.00000	USD	2,000.00				

Save Submit Start Over Cancel/Back

5 6

- 9) If the request is in SAR or USD, system automatically provides the conversion rates and the equivalent amount in USD (7). No other conversion information is required.

Claim Type: ACADEMIC

Faculty Funded
 Graduate Affairs Funded

Please use OANDA conversion rate based on the date indicated on the receipt.
Please attach a copy of the eTicket when claiming per diem allowance.

New Entry | Copy | Delete | Convert Currency

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency	Receipt Amount*	Exchange Rate*	Local Currency	Amount (USD)*	Remarks	Attachments	*Cost Center	*WBS Element
1	ALLOWANC...	01.04.2016	04.2016	United States D...	2,000,00	1,00000	USD	2,000,00				

Save | Submit | Start Over | Cancel/Back

- 10) For every submission, supporting documents are always required to be attached. Select the supporting documents (approved TA Form) by clicking the Attachment Icon (8), browse for the approved TA form received from the GPC (9), click Upload (10) and press OK (11).

Claim Type: ACADEMIC

Faculty Funded
 Graduate Affairs Funded

Please use OANDA conversion rate based on the date indicated on the receipt.
Please attach a copy of the eTicket when claiming per diem allowance.

New Entry | Copy | Delete | Convert Currency

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency	Receipt Amount*	Exchange Rate*	Local Currency	Amount (USD)*	Remarks	Attachments	*Cost Center	*WBS Ele
1	ALLOWANC...			---(Select Cur...	0,00		USD	0,00				

Save | Submit | Start Over | Cancel/Back

Student Claims & Reimbursements

Please upload your file

Please choose file types PDF,BMP,TXT,PPT,JPG ,DOC,XLS,PNG,GIF JPEG for Upload
File size should be less than or equal to 10 MB

Choose File | No file chosen | Upload File

Uploaded Files

File Name

No attachments found

Delete | Display

OK



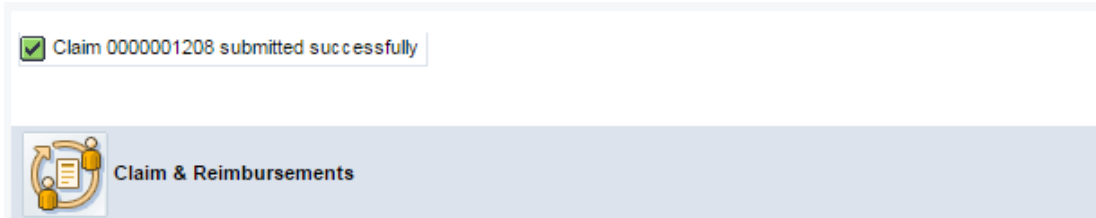
11) A success message will be displayed for files that have been uploaded.

12) Once ready with all required details, click on **Submit Button (12)**. The system will ask for confirmation for submission. Click **Yes (13)** in the dialog box that follows to trigger the workflow for approval.

S No	*Expense Type	*Start Date	*End Date	*Receipt Currency	Receipt Amount*	Exchange Rate*	Local Currency	Amount (USD)*	Remarks	Attachments	*Cost Center	*WBS Element
1	ALLOWANCES-TEACHING ASSISTANTS	01.04.2016	30.04.2016	United States Dollar	2,000.00	1.00000	USD	2,000.00		1	31500	



13) A claim reference number for tracking purposes is automatically generated and student receives a notification on the details of his request. Use this number for future queries and reference.



Upon submission, the request goes to the designated owner of the Cost Center or WBS review and approval.