University of Connecticut

PAYMENTWORKS REIMBURSEMENT ONLY INVITATION PROCESS (UCONN DEPARTMENTS)
ACCOUNTS PAYABLE

May 18, 2017
Reimbursement Only

1. Log into PaymentWorks www.paymentworks.com/uconn

2. Click on the Reimbursements tab. Send Request for Information

Note: If you are only authorized to initiate reimbursement only requests, you will automatically be brought to the Reimbursements tab.
3. Click **Send Request for Information**

4. Enter the vendor name and email address.
5. You may add an optional memo if desired. Click send.

6. Your reimbursement request has been sent
7. Once you have sent a reimbursement request, you can view the status of your requests.

- Name: Reimbursement Test Vendor
- E-mail: aabuconntest+reimbtestvendor@gmail.com
- Telephone: (860) 486-3810
- Mailing Address: 3 Discovery Dr, Storrs Mansfield, CT 06268-7000