

Travel Reimbursement Process

We are implementing a new travel reimbursement software here at the ULC. **Certify** is a cloud-based management solution that makes expense reporting EASY.

Why change the current process?

The current process is very labor intensive for the expense report submitter, approver, and accounting staff. A seamless, automated workflow allows expense reports to be created, submitted, approved, and paid more efficiently.

Why Certify?

After selecting and testing several solutions, the team determined that **Certify** was the best option for us. Ease of use, available support, built-in training, and seamless workflow were key factors in partnering with **Certify**.

What's Next?

You will receive a Welcome Email with your login credentials. Upon receiving the email, set up your account and begin creating and submitting expense reports. There is also a mobile app that you can download and use.

The links below are short training videos on how to use and submit expenses:

[Training Tutorial: Creating Expense Reports – Certify Help Center](#)

[Training Tutorial: Certify Mobile – Certify Help Center](#)

Please be sure to reference the Emburse Certify Cheat Sheet for specifics regarding how to fill out your expense reports.

There is also a Certify User Guide you can download as a reference.

Please feel free to reach out to Trisha Farrell-Cox at tc Cox@uniformlaws.org with questions.

Certify Live Support is also available Monday-Friday, 24/5 EST at 1-888-925-0510 option 2. When contacting Support, please have your support code ready, or contact Certify support at support@certify.com. Certify Support is also available via Live Chat in the Support Help Center.