

## **Accessing the Online Reimbursement System**

The Huizenga #            utilizes an online system for processing reimbursements called Ariba. The Request for Ariba Access form was completed in your new hire packet. You will receive an email notification through your new NSU email account when your Ariba account is activated. Once you receive this email, you can access Ariba via the Huizenga Portal located at [www.nova.edu](http://www.nova.edu) by going to "Travel Authorization and Reimbursement" and clicking "Online Ariba Travel Reimbursement Process". Your user name and password for Ariba will be the same user name and password you currently use to access the Huizenga Portal. When you click the "submit" key, your requisition is automatically sent to the appropriate program manager and Academic Department Chair for approval. You will receive email notices when your requisition is received and when it is approved, and you also can log in and view the status of your request.