Employee Non-Travel Reimbursements

Employee Non-Travel Reimbursements

When to use this method:

- Candidate meals
- Meals with students etc.
- Unique supplies not available with an on-boarded vendor
- Emergency purchases (a purchase that is needed immediately and there is no time to set up a vendor)

Procedural Steps:

1. Obtaining Approval
    a. Be sure that the purchase you are making is an appropriate purchase for your department by verifying with your director.
    b. If the purchase was an emergency purchase, verify that with your director that you can be reimbursed before creating a ticket.
2. Creating a ticket
    a. Navigate to the SAAS Ticketing website and choose "Finance" from the options at the top
    b. Choose "Procurement" as your category
    c. Choose "Reimbursement" as your secondary category
    d. Fill out all necessary information. Be very detailed in your description of what was purchased and the reason it was purchased.
    e. Attach required receipts:
        i. The receipt is itemized, i.e. it shows what was bought
        ii. The receipt shows a zero balance, i.e. it shows that it was paid
        iii. The receipt shows payment method to include card type and last four digits of card number
        iv. Food reimbursements must be accompanied by a list of attendees. It is imperative that you record attendance at EVERY event where food is served.
    f. Attach Justification Memo if the purchase was due to an extraordinary Circumstance.
3. Reimbursement Process
    a. Register for funds to be reimbursed into your bank account. Instructions provided in the PDF : "*How to Enter Bank Information to receive Payments*."
    b. A reimbursement in the form of an Expense Report will be entered into PeopleSoft by your Procurement Coordinator
    c. You will receive an automated email asking you to approve the Expense Report. You must approve it first before it can move on in the approval process. If you do not approve the Expense Report, you will not receive reimbursement.

March 2025