

Process: | Creating a Travel Reimbursement for Non-Employee

Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	8/22/23
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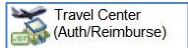
Introduction:

This section provides step by step instructions on processing a travel reimbursement within the Travel Center for a Non-Employee as excerpted from the NCSU Travel Center User’s Guide. **Pre-authorization for Non-Employee travel is required and must be agreed to in advance by the traveler and the department head/designee as to services to be provided by the traveler and the travel expense commitment made by the department.** Students and non-resident aliens *must* use form [AP-104](#) (Non-Employee Travel Authorization) for travel authorization purposes. Pre-authorization for all others can be accomplished by a personal service contract, email or letter of invitation outlining the service and commitment, and/or by using form AP-104. Non-Employees are subject to the same travel policies as are university employees, including statutory subsistence allowances. The college of Humanities and Social Sciences requires travelers to submit their travel expenses for reimbursement no more than 30 days after the travel end date. Late justifications should be written by the Department Head, and should include preventative measures if travel is more than 30 days late. NC General Statute 138-6(c) requires that all reimbursement requests must be filed for approval within 30 days after the travel period for which reimbursement is being requested.

All post travel reimbursement requests are processed through The Travel Center.

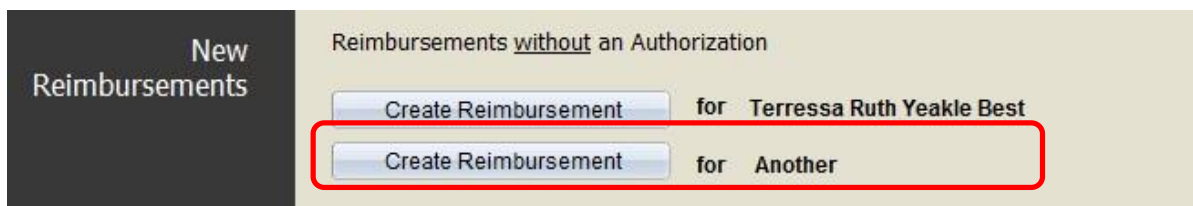
Steps – Create a Travel Reimbursement without an Approved Travel Authorization for a Non-Employee:

1. Log in to *MyPack* portal at <https://mypack.ncsu.edu/>.

2. Go to *For Faculty & Staff* → under the *Employee Self Service* section, click 

3. Go to New Reimbursements.

4. Select *Create Reimbursement for Another*:



Travel Reimbursement

Find an Existing Trip Add a New Trip

Business Unit:

Travel Reimbursement ID:

Vendor ID:


Employee ID:


Short Vendor Name:

Address Sequence Number:

Reimbursement Type:

Begin Date:

5. Enter the Supplier **ID** for the non-employee. If you do not have a supplier ID **Add Supplier** in [Supplier Center](#) or [see section of Travel Manual on Adding a Supplier](#).
6. Select the **Reimbursement Type** that applies from the drop-down listing: Individual, Mileage Only, or Team/Group.
7. Enter the **Begin Date** of the travel.
8. Click **Add**.
9. The system will direct you to the reimbursement entry page.
10. Complete and/or review the following fields:
 - **Supervisor ID** – The supervisor listed on the reimbursement will be supervisor of the person that entered the reimbursement. The approval supervisor can be changed to fit business needs. To designate another supervisor, enter the Supervisor’s user ID in the Supervisor ID field. If you do not know the supervisor’s user ID, use the  icon to locate the ID.

The  **Travel Center** link will direct you back to the Travel Center.



The  **Show Traveler Details** link expands the **TravelerDetail** section.



The screenshot shows a form with the following fields and values:

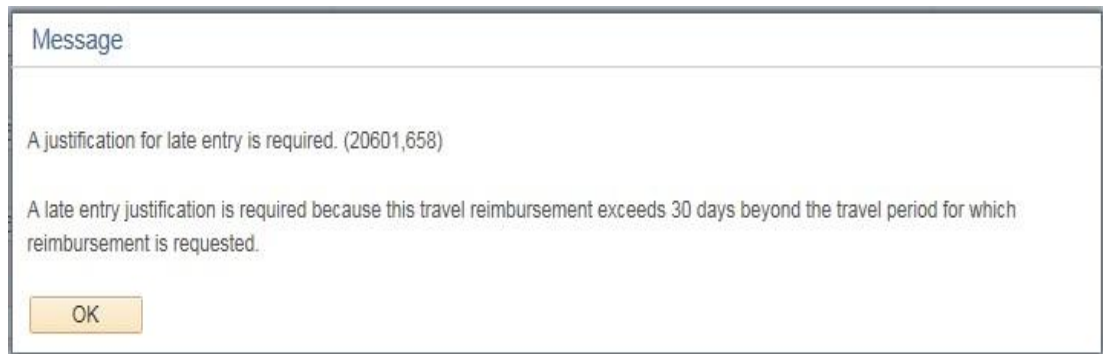
- Traveler ID:** 0000346151
- Employee ID:** 001014128
- Email:** ncsu.epro@gmail.com
- *Address:** 1 2711 Sullivan Drive, Raleigh NC 27695
- Bank Account:** *****6176
- Hold Check for Pickup in the Controller's Office**

At the top right, there are three checkboxes: **Employee**, **Student**, and **U.S. Citizen**.

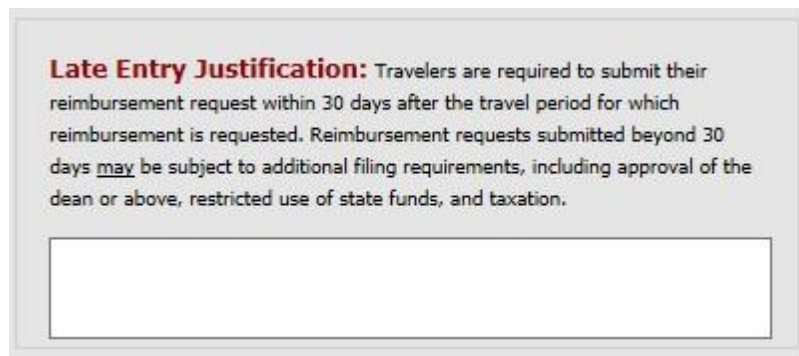
- Employee, Student, and US Citizen status will be visible. Please note: Foreign National visitors should have already been cleared for payment via the authorization process. If not, STOP here and **reference section on Travel Authorization Non-Employees** of the Travel Manual.
- Verify the traveler's address. Use the  icon to look up additional addresses and make changes if necessary.
- The system will display the last four digits of the traveler's banking information. If listed, this is an indicator that the traveler will receive a direct deposit of their reimbursement. If it is not listed, the payment will be made via check.
- If there is a business need to process a manual check for pick-up, check the box next to *Hold Check for Pickup in the Controller's Office* and designate a person to pick-up the check within the *Comments field* under *Basic Travel Details*. The Controller's Office will call that individual when the check is available for pickup.
- The  Travel Summary link provides a printable summary of the Travel Reimbursement that can be displayed once the Reimbursement is saved.


11. Under Section 1 – **Basic Travel Details**, review/enter the basic travel details. The Basic Travel Details listed on the authorization will display on the reimbursement. Review this information for accuracy as some details may have changed. (An * denotes a required field).

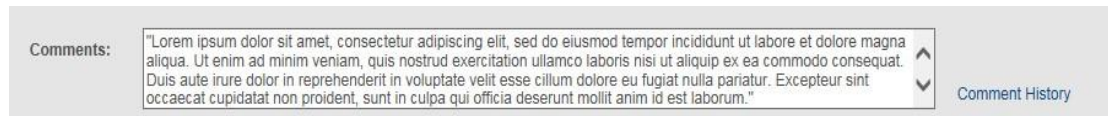
- Enter the **Begin Date** and **End Date**. *Important: The College requires travelers to submit their travel expenses for reimbursement no more than 30 days after the travel end date.* Travel submitted beyond the 30-day college requirement, requires a late memo written by the Department Head. The memo should include preventative measures to avoid recurrence and must be uploaded to the TR for Campus Approval.
- If the travel reimbursement is submitted more than 60 days past the travel end date, the initiator will receive the following system message:






After clicking the “OK” button, the Late Entry Justification comment box will automatically appear and the traveler is required to document why the travel reimbursement is being submitted late. Completion of this field is required in order to submit the travel reimbursement for routing.






- Enter **Begin Time** and **End Time** (include travel time to and from duty station/home, less personal stops)
- Use the  Currency Converter link to access the Oanda currency conversion website. A conversion must be provided for each receipt not in U.S. dollars.
- Enter into the **Comments** box, any relevant information pertaining to the travel, including any unusual or extenuating travel circumstances, funding instructions, etc. Multiple comments can be saved when a user enters text into the Comments Box and exits the TR. Comment history can be retrieved by using the “Comments History” link.



12. Under section 2 – *My Out-of-Pocket Expenses* allows the traveler to enter out-of-pocket expenses within the *Reimburse Me* column under the appropriate subsection, ***Transportation, Lodging, Conference Fees & Meals, and Other Expenses***. DO NOT request reimbursement for any expense that has already been paid direct by the University or previously reimbursed to you. DO NOT delete default lines in this section, as it could cause the TR to result in an error and have to be re-entered.

- Standard travel items are shown. Use the  icon and select the description from the drop down list to add additional expense description rows. DO NOT delete standard travel items.
- Additional Information: Click the  icons next to each expense line to view policy and procedure information directly related to that expense.
- The status column is used by approvers to communicate corrective action or additional information/documentation needed prior to denying the TR back to the initiator. Status flags: Corrected, Warning, and Error.
- Adding Comments: Comment boxes are located next to each expense in this section. To enter a comment, type in the comment box and click save at the bottom of the page to capture your comments. To add a new comment, simply type over the existing comment and click save. Use the  icon to access the Comment History for an expense line.


Helpful Information

- **Adding Mileage** – To add mileage, click the  calculator icon located on the Mileage expense line. Review/enter the *Date*; *To/From Destination*, any *Additional Mileage Information*, *State*, and *Miles*. To add mileage rows use the  icon. Enter dates sequentially to avoid receiving a system error.
- **Rental Vehicles** may be used with prior approval of the department head or his/her designee via the travel authorization. For both in-state and out-of-state travel, rental vehicles shall be obtained through <https://ncadmin.nc.gov/975b>
- The current **state contract supplier** is Enterprise Car Rental.
- **Lodging** – 3rd-Party Lodging requires pre-approval. Please **see section on 3rd Party Lodging** and contact your Department Liaison.
- **Including/Excluding Per Diem Meals** – To add meals, click the  icon located on the Meals expense line under Conference Fees & Meals. Exclude all full meals that were included with the registration fees, conference/workshop costs, hotel registrations, or provided by any other entity, by checking the appropriate boxes. Meals that are provided have to be excluded even if the traveler elects not to partake of the meal. There is an option to **Exclude All** if no meal reimbursement is requested or **Include All** if no other meals were provided. Conference agenda, brochure, or other information must be uploaded to support the meal reimbursement. Non-Employees do not have access to the portal to certify their expenses. The person entering the travel for the Non-Employee must click the check box to certify that meals claimed were not provided to the traveler.
- **Excess Meals** must meet requirements for reimbursement, require itemized receipts, and cannot be charged to state funds. **Excess Meals** are not allowed for in-state or out-of-state travel unless the purpose of the travel includes one of the allowable justifications (development, entertainment, recruitment, out-of-country travel and other preapproved purposes) and funding allows excess meals.
- Verify that the **Total Out-of-Pocket Expenses** amount is correct.




- Non-Employees do not have access to the portal to certify their expenses. The person entering the reimbursement on behalf of the Non-Employee must check the box to *certify* that the expenses claimed were for a business purpose and that prior reimbursement was not been provided, **nor that another reimbursement for this trip is anticipated.**

Total Out-of-Pocket Expenses: **\$153.40**

I certify that I have incurred the expenses claimed above for the business purpose as listed and that I have not received or anticipate other reimbursement for the amounts claimed.

13. Under section 3 – ***My Receipts*** allows the upload of receipts and supporting documentation either as a group (*Multiple Receipt Categories*) or by individual receipt type. Files that were uploaded to the Authorization automatically transfer to the Reimbursement (double check each item to ensure it is readable). Click the “*Upload Document*” button and select the file for upload. Click the  icon to upload additional documents.

Please note the following:

- Mileage maps and logs are required to support mileage claimed and should be uploaded under Multiple Receipt Categories.
 - Receipts / documentation should be detailed and show either a \$0 balance or that the item was paid in full. Receipts / documentation should also be legible, show supplier name and address, as well as dates and times. Prior to uploading documents, redact/black out confidential/sensitive information (example: bank account/credit card/social security #s) and all other information that is not pertinent to the reimbursement request.
 - The upload process accepts PDF, TIF or JPG file types; file size must be equal to or less than 3MB.
14. Under section 4 – ***Funding Source***, the Project ID selected in your TA is automatically inserted. Click the  icon to change or add additional Project ID(s) and the amount(s) / percentage(s). The Project ID can be changed by the traveler, the proxy, an inserted approver within the college, or a Financial Services Rep (Campus Approver).
15. Under section 5 – ***Approval Routing(aka Workflow)***
- Review approval routing to ensure that the appropriate persons are included. Humanities and Social Sciences require approvals from the Dept/College Funding, Supervisor, Department Head (if not the Supervisor), and Campus Approver (Financial Services Rep) as the last approver before routing to Travel Audit.
 - If additional approvers or reviewers need to be added to the workflow, click on the green  prior to clicking “*Submit for Approval*”. A popup window will appear. If you have the user’s Unity ID enter it in the search box. Otherwise, you can use the search icon  to search by name and select the approver or reviewer you wish to insert. Please note: The system takes a while to pull this information. **Important:** Click “*Save Workflow Changes*” then click “*Submit for Approval*” to start approval routing.


- To remove an inserted reviewer or approver click the red “-” in the top right hand corner of that approver/reviewer.
- Clicking the “*Submit for Approval*” button starts the approval routing process and moves the document to the next person in the workflow.

Initiators have the option to:

- “Save” – Saves the TR without routing it;
- “Submit for approval” – Routes the TR to the next workflow approver; or
- “Delete Reimbursement” – If reimbursement is deemed no longer necessary.


Please note: The travel reimbursement document can be generated to upload receipts/documentation once the Authorization is approved and prior to the trip end date.

Approvers and Travel Audit have the option to approve or deny the travel document. Approvers will receive email notification when they have a document to approve. Approvers may also view pending travel documents via their worklist:

- Go to **For Faculty & Staff** → **Employee Self Service** →  → **Approval Worklist** or
- Go to **For Faculty & Staff** → **Employee Self Service** → **Financial Systems** → **View Worklists** → and select **Travel Auth Approval** or **Travel Reimb Approval** worklist.

Review must be completed in a timely manner. If additional information/documentation is needed or an expense is not allowable or needs to be adjusted, approvers at any level should use the status column (Status options: Corrected, Warning, and Error) and associated comment line to communicate corrective action prior to approving or denying the TR. If the TR is denied, the TR will reroute to the initiator for corrections and to begin the approval process again.

16. Department Use Only










The Department Use Only section provides the TR Accounting Information and University Prepaid Expenses. Accounting Information can be changed within this section. Only Project ID and the amount can be adjusted. To split an expense by amount, use the  icon to add additional distribution rows.

Departmental Use Only

Show Accounting Information and University Pre-Paid Expenses



Accounting Information

The following projects should be charged for reimbursement to the traveler for this trip. The accounts charged will automatically be determined based on the expense type, destination, and vendor status.

Expense Category	*Project ID	Account	*Amount		
Airfare	221085 	53121	\$398.00		
Lodging	221085 	53124	\$600.00		
Meals	221085 	53125	\$111.20		
Total Expenses Claimed for Reimbursement:			\$1109.20		

University Pre-Paid Expenses

Please enter the trip expenses that have already been charged to the University (such as P-card charges, MarketPlace charges, vendor payments or previous employee reimbursements).

Expense Category	Account	Amount Paid by University	Voucher/PCard CPS#	Merchant/Vendor Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Total Expenses Paid by the University:			\$0.00			

Entered Date: 12/14/2013 TRYEAKLE
 Last Updated: 12/14/2013 5:04:03PM TRYEAKLE

University Prepaid Expenses should be entered manually when prepaid expenses were paid via PCard or small purchase voucher. To manually enter the prepaid expense:

1. Using the drop down, select your Expense Category.
2. Enter the Amount Paid by the University.
3. Enter the CPS number of the PCard transaction or the Voucher number.

NCSU Travel Center User's Guide:

<https://controller.ofa.ncsu.edu/accounts-payable/travel-center/>