



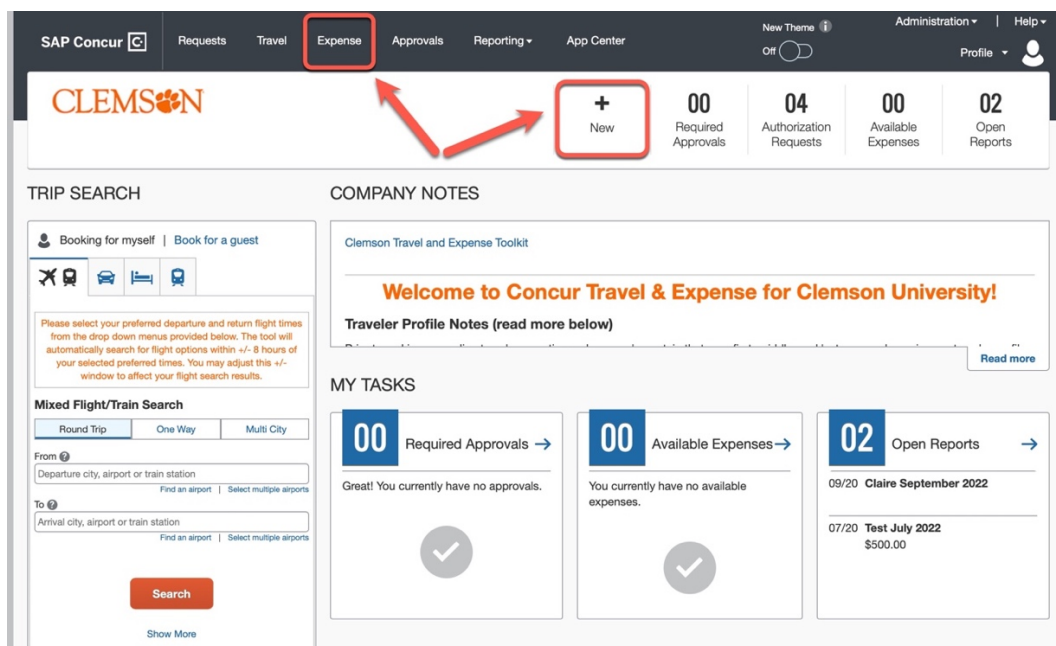
Creating an Expense Report: Non-Travel Reimbursement

When is a Non-Travel Reimbursement Used?

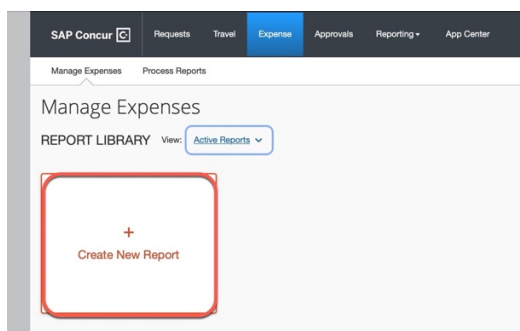
This form will be used when an employee has made a business-related purchase and it has been paid for out of pocket. This form should only be used for purchases that are not related to a specific business trip.

Step One: Log into [Concur](#) using the SSO login.

Step Two: On the home screen click **Expense** from the top menu bar or click **+ New** and **Start a Report**.



Step Three: Click **Create New Report**.



Step Four: In the **Report Type** select **Non-Travel Employee Reimbursement**.

Report Type *
3. Non-Travel Employee Reimbursement

Report Description/Date Range * ?
[Empty Field]

Department *
[Empty Field]

Fund *
[Empty Field]

Class *
[Empty Field] Search by Code

Project/Grant *
[Empty Field]

Additional Information
[Empty Field]

Step Five: Fill out all the required fields marked with an asterisk and click **Create Report** when finished.

Report Type *
3. Non-Travel Employee Reimbursement

Report Description/Date Range * ?
Claire Supplies

Business Unit *
(CU) Clemson University

Department *
(5365) Procurement and Business Svs

Fund *
(15) E&G Non-State Univ Generated

Program *
(602) Inssp: Fiscal Operations

Class *
(130) E&G and Deptl Revenues

Project/Grant *
(1500000) Departmental Default

Additional Information
[Empty Field]

If you are not familiar with your chartfield strings, reach out to your Delegate for assistance

Cancel **Create Report**

Step Six: Click **Add Expense**.

Claire Supplies \$0.00

Not Submitted

Report Details Print Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

No Expenses

Add expenses to this report to submit for reimbursement

Step Seven: Choose the **Expense Type** that best matches what you are needing reimbursement for.

Add Expense

0 Available Expenses + Create New Expense

Search for an expense type

Recently Used

- 02. Incidental Travel Expenses
 - Currency Exchange Fees
- 03. Personal Car Mileage
 - Personal Car Mileage
- 04. Meals/Function/Catering

Step Eight: Once you've selected the Expense Type begin filling out the required information marked with an asterisk. **NOTE: In the Payment Type Box select Employee Paid**

New Expense

Details Itemizations

Attendees (0) Allocate

* Required field

Expense Type *
Office Supplies

Business Purpose *
None Selected

Transaction Date *
MM/DD/YYYY

Vendor

Is the purchase taxable? *
None Selected

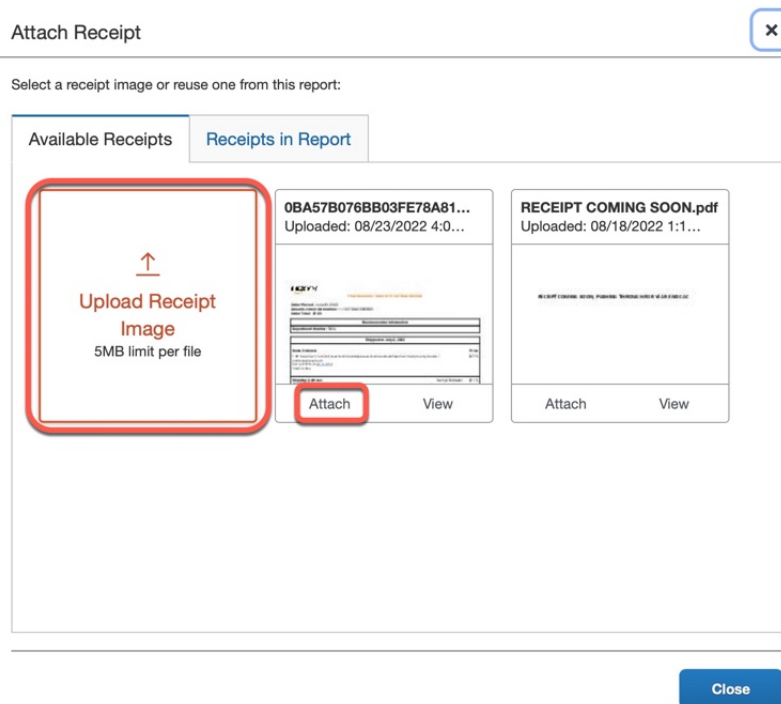
Amount *

Payment Type *
Employee Paid
None Selected
Employee Paid
Payment to Non-Supplier
US, Dollar

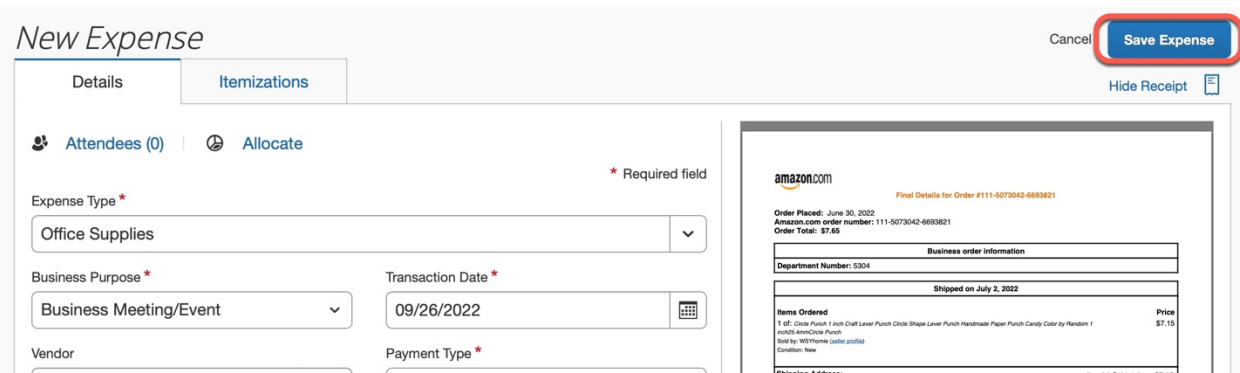
Step Nine: Click Upload Receipt.



Step Ten: Either choose from available receipts or upload your own from your computer.



Step Eleven: Once you have attached your receipt click **Save Expense**.



Step Twelve: If you need reimbursement for more expenses you can continue to click **Add Expense** and add information as needed. When you are finished with your report click **Submit Report**. Read the Electronic Agreement and click **Accept & Continue**.

NOTE: If you are a delegate acting on behalf of another user, the user must click submit. Delegates are not able to submit on behalf of others.

Non-Supplier Reimbursement Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses submitted for reimbursement by a Non-Supplier to accomplish official business for the University.
2. All required receipt images have been attached to this report.

Cancel **Accept & Continue**

Submit Report

Step Thirteen: Confirm the amount being paid by company is correct and click Submit Report.

Report Totals

Company Pays
\$55.00
Employee

Employee Pays
\$0.00
Company

Amount Total: \$55.00	Due Employee: \$55.00	Owed Company: \$0.00
Requested Amount: \$55.00	Total Paid By Company: \$55.00	Total Owed By Employee: \$0.00

Cancel **Submit Report**

Once a Non-Travel Employee Reimbursement is submitted it will go to their **Supervisor > Budget Approver > College Grant Coordinator (Fund 20) > Downloaded to Peoplesoft > Reimbursed by ACH**