

# Non-Employee Travel Expense Report

The expense report for a non-employee will be created in ERS and submitted by an active PSU employee. The reimbursement form selected in the report will be the **Non-Employee Travel Expense**. The report will require the name and mailing address of the non-employee. The reimbursement check will be mailed directly to the non-employee. Inactive employees can also be reimbursed using this report type.

## Create Report

- Begin on **My Concur**.
- Select **New Expense Report** in **Active Work** section.

## The Report Header

The Report Header contains the basic information of the report. Required fields are indicated by a red edge.

## Reimbursement Form Field

Select **Non-Employee Travel Expense**. See screen shot below.

The screenshot shows the 'Create a New Expense Report' form. The 'Report Header' section includes the following fields:

- Reimbursement Form:** A dropdown menu with a red border. The current selection is 'Employee Travel Expense'. A red arrow points to this field. The dropdown is open, showing options: 'Employee Travel Expense', '- Non-Employee Travel Expense', '- Non-Travel Group Meal/Mtg', and '- Non-Travel PCARD Expense'. Below the dropdown is a 'Description of Travel' text area.
- Report Name:** A text input field with a red border.
- Report Date:** A date picker field with a red border, showing '04/27/2012'.
- Employee Name:** A text input field with a red border, containing 'HINMAN'.
- Select Business Purpose:** A dropdown menu with a red border.
- Comments (Notepad):** A text area with a red border.
- Does this report include 1-Day Meal Reimbursement?:** A checkbox.
- X-Code All Expenses:** A checkbox with a red border.
- Account:** A dropdown menu with a red border.
- Object Code:** A dropdown menu with a red border.
- CCTR-Proj-Subbud:** A dropdown menu with a red border.
- Subobj(CTTR):** A dropdown menu with a red border.
- Subobj(ACCT):** A dropdown menu with a red border.
- Deferred:** A checkbox.

At the bottom right of the form are 'Next >>' and 'Cancel' buttons.

## Report Name Field

The field allows up to 42 characters. Each admin area has a naming convention for this field. The convention is created by the FO. Contact the FO's office for the naming convention for your admin area. Use the naming convention for every report.

## Description of Travel

Use this field to describe the who, what, where, when and why of the travel. The field allows up to 500 characters.

### **Comment field**

Use this field for additional information or comments. Add a comment concerning any expense related to the travel that will be paid by direct billing or in another ERS expense report.

### **Checkbox for "Does this report include 1-Day Meal Reimbursement?"**

Do not check the box. This field does not apply to non-employees as it is not possible to tax meals for them.

### **X-Code All Expenses**

This field is used to exempt expenses from overhead & fringe deductions. Use this checkbox **ONLY** if all the expenses in the report are to be x-coded. Individual expenses can be x-coded as needed.

### **Name and Address Fields**

For addresses within the United States that include a zip code:

- Enter name as it should appear on the reimbursement check.
- Enter street address in Address 1 field.
- Fill Address 2 field as needed.
- Fill City, State and Zip fields.
- Country field defaults to the United States.

For addresses outside the U.S. (do not have a U.S. zip code):

- Enter name as it should appear on the reimbursement check.
- Enter street address in Address 1.
- Enter remainder of address in Foreign Address field. Do not use City field.
- Select country in Country field.

### **Selecting Account Information**

Click in the Account field. Click the drop down arrow to display the Most Recently Used (MRU) list in **Bold** font. Select a MRU if applicable. To find another account, type at least the first seven numbers of the account number and pause. The search function will begin searching. Select the account from the drop down list. For the remaining account related fields click the drop down arrows in the field, type the entry, scroll below the MRUs and make a selection. If there are no entries to select there will be nothing listed below the MRUs. If the drop down list contains N/A select that for the field. There will be selections in the next field.

**Search Tip:** When searching for an account number it is recommended that only the first 7 numbers be entered. If searching for an account number used by multiple admin areas the space and letters may also be entered. Typing the complete account number may cause the search to fail.

### **Deferred Field**

Selecting this checkbox will defer the posting of all the expenses in the report into the next fiscal year. The checkbox is always displayed, but is **only** effective on a report that is processed between Carryover and Preliminary. At all other times, transactions will post to the fiscal year appropriate to the processing date. This checkbox will add an alert to the report describing this exception.

### **Save Report Header**

Click **Next** to save the report header and open the Travel Allowances pane.

## **Travel Allowances**

The travel allowance pane contains the Itinerary Information. An itinerary is used to provide travel details (travel departure and arrival locations, dates and times), which the system uses to calculate per diem allowances. The adding of an itinerary is step 2 in the process of creating an expense report.

Per diem rates are determined by the date, time and location fields in the itineraries. For overnight travel it is the overnight stay location that determines the per diem rate for the day. Each itinerary must have at least two (2) stops.

## **No Per Diem Needed**

If no per diem for meals or lodging is required in this report, click **Cancel** in the bottom right corner to move on to the next step.

## **Create New Itinerary Tab**

This is the first tab in the Travel Allowances pane. To create a new standard itinerary begin entering information for stop one of the travel. Save and add additional stops as needed. When itinerary is complete, click **Next**.

## **Per Diem is Needed but Overlapping Date Error Prevents Saving of Itinerary Stop.**

When multiple non-employees travel on the same date, only one non-employee report will be able to have an itinerary for that date. The system will prevent a second itinerary for the same date.

Two solutions for non-employee reports when no itinerary can be created:

1. Per diem amount can be added to the report using the **Per Diem Expenses** expense type in the New Expense list of expense types.
2. A profile can be created for the non-employee in a Non-Employee Group in ERS. The non-employee profile has a complete set of dates for travel allowances that make it possible to create an itinerary. The non-employee report is created in this non-employee profile.

## **Assigned Itineraries Tab**

The **Assigned Itineraries** section displays the itinerary(ies) assigned to this report. The **Available Itineraries** section at the bottom contains the delete button for deleting itineraries that are not needed. Itineraries can be selected and assigned to this report. Click **Next**.

## **Expenses and Adjustments Tab**

The **Expenses & Adjustments** tab contains the fixed allowances. The Allowance column displays the per diem allowance for each day. There is no display that will show which meals are included in the allowance.

## **Provided Meals**

If any meals were provided during travel (i.e. by a conference or a group meal) select the checkbox corresponding to the provided meal to remove that meal allowance from the daily per diem. In the event all meals for a day are provided by a conference, a business group meal, or another source, no meal per diem can be claimed for that day. However, the incidental per diem amount (\$5 for US travel, variable for Non-US travel) may still be claimed at the traveler's discretion.

To exclude an entire day's allowance including the incidentals allowance use the **Exclude** checkbox in the far left column. If travel is OCONUS the **Overnight** column checkboxes are used to mark any lodging that was provided to the traveler. Selecting the checkbox will remove the fixed lodging allowance for that day.

When all provided meals and lodging has been identified, click **Create Expenses**. Each day of meal per diem allowance will be entered in the Expense List as a **Fixed Meal** entry. The lodging allowance will be entered as a **Fixed Lodging** entry.

### **PCARDS in Smart Expenses**

The third step in creating a new report is the adding of PCARD charges if applicable. Select the charge(s) in the **Smart Expenses** pane and click the **Import** button to assign charge(s) to the report.

### **New Cash Expenses**

Use the **New Expense** pane to create cash expenses as needed.

### **Attaching Receipts**

Receipts may be attached to a report by uploading a scanned image or by faxing. Keep original receipts until expense report has been paid then dispose of them. The receipt images attached to the report become the permanent record.

### **Submit Report**

Click the **Submit Report** link to submit the report.