What is a Non-Employee Reimbursement Request?
A Non-Employee Reimbursement Request is a request for payment of expenses for non-employees and Harvard individuals in certain categories. The categories of people who can be reimbursed are:

- Non-employees
- Temps
- Less-than-half-time (LHTs)
- Harvard students
- External post-docs
- Harvard teaching fellows

The types of reimbursements often include out-of-pocket and travel expenses.

Note: Please start with an empty cart.

1. Click the Non-Employee Reimbursement (NR) tile under Forms, Policy, and Punchouts.

2. Enter the Supplier Name on the Payment form or click the magnifying glass icon to perform a Supplier Search.

3. Non-Employee Reimbursement is automatically selected under Type of Payment.

4. Enter a brief description of the payment and the amount of the payment in the respective fields.

5. A copy of the Non-Employee Reimbursement Form must be attached to the request, along with receipts. To attach a document to the request, click Add Attachments and browse for the desired file.

Important: To facilitate processing, multiple attachments should be consolidated into one (attachment). Click here for instructions on how to compile multiple attachments into one.

6. Adjust the name and address of the person receiving the reimbursement payment in the Remittance section, if it does not pre-populate properly.
7. Enter the invoice number associated with the request, if provided.
   The preferred standard is NR+First Initial+Lastname+Date of report creation (i.e.: “NRJHARVARD30MAR20”).
   *Exclude special characters, dashes, and spaces when creating your own invoice number.*

8. Enter the Invoice Date, select the appropriate Reimburseree Affiliation (Invited Guest, Student, or Other), and enter their HUID, if applicable.

9. Once you have finished entering the information, select Add and Go to Cart under Available Actions and click Go. This will add your line to the cart. Alternatively, you can do one of the following and then Go:

   Alternatively, you can select Add to Cart and Return and click Go to add another line to the request. You would then select Save from the drop-down list and click Close. Click Close to cancel the request without saving.

10. Review the request on the Shopping Cart page.
    - Click the Item name link to view or edit the request if needed.
    - ![Image of shopping cart](image)

11. Once your cart is complete, select one of the two options:
    - Click Proceed to Checkout to add additional information, such as CoA coding, special handling, Requisition Description or Business Purpose, and Standing Amount Based PO checkbox
      - You can assign your cart from here if you are a Shopper
      - You can submit your cart for approval if you are a Requestor
    - Click Assign Cart to assign the cart to a Requestor
      - Note: Once a Shopper clicks Assign Cart they will not be able to edit further details

For more information, see ‘Checkout Process’ (page 3) and ‘Assigning a Cart’ (page 4) in this guide.

Please note:
1. The system NR number will be generated after all AP approvals are complete.
2. NRs are not subject to Special Handling. Special handling should not be used or your NR will be rejected.
3. Receipts and attachments should be added to the header section as one document. [Click here for instructions on how to compile multiple attachments into one.](https://travel.harvard.edu/resources)
4. You may enter expenses separately or on one line. This guidance will vary by school.
5. NR Guidance and the NR form can be found here: [https://travel.harvard.edu/resources](https://travel.harvard.edu/resources)
6. Please follow the guidance here if a physical signature is not on the NR form: [https://travel.harvard.edu/resources](https://travel.harvard.edu/resources)
3. Accounting information can vary by line as well. Scroll down to the line items section or click the eye icon in the top right and select View Line Items Only. Click (...) at the line level and select Accounting Codes from the menu to edit line level COA details.

4. Navigate to Attachments to review attachments:
   - Internal notes and attachments are for internal use (Approvers, Accounts Payable, etc.) and are not sent to the Supplier
   - External notes and attachments are for the Supplier, and will be included as part of the purchase order

5. When you are done reviewing and editing the request, go to the workflow section on the right where the buttons you see depend on your role:
   - **Shoppers** should assign the cart to a Requestor. See the Assigning a Cart guide for more information.
   - **Requestors** can:
     - Validate Accounting Segments to confirm the CoA coding
     - Submit Request into the approval workflow
     - Assign Cart to another Requestor
   
   **Note for Requestors:** the Validate Accounting Segments button should be used to validate your coding prior to submitting. This will prevent a cart being auto-returned for having an invalid code. You can validate accounting segments anytime during the checkout process.

6. A confirmation message will appear that your cart has been assigned (for Shoppers) or requisition has been submitted into workflow (for Requestors).
1. From your cart, click **Assign Cart**.

2. The **Assign Cart: User Search** window will open.
   - Click **SEARCH** to find your Requestor or click **SELECT** to choose from previously identified favorites
   - You can select **Add to Profile** once you select a Requestor to make them available in the SELECT menu in future
   - You can include a note to the assignee (Requestor), which will be included in the notification
   - Click **Assign**

2. You will see a confirmation page that your cart has been assigned.
Payment Requests and Non-Employee Reimbursements can have multiple lines on a single invoice entry. This can be beneficial for:

- Dividing a single payment into different GL entries so that it shows up as separate lines and separate descriptions in the Transaction Listing Report.
- Avoiding chart of accounts rounding errors on PR or NR forms by entering in lines and coding separately rather than using the header level coding split by percentage.

How to create multiple lines on a single PR or NR

1. Use the standard PR form to create your first line and use the Available Actions menu in the upper right to select “Add to Cart” (instead of “Add to Cart and GO”).

2. As you “Add to Cart” you will see the cart icon on the main B2P page behind your window increase by the amount of the line you have added.

3. Alter the Description and Invoice Amount for your next line.
   1. Do not alter the Supplier Invoice Number, Invoice Date, or Location of Activity. This will result in the creation of a separate PR, rather than a single PR with multiple lines.
   2. Tip: Leave the attachment the same for all lines. If it is multiple items you wish to attach, create a single pdf and use that for all attachments. This way you do not have to change the attachment for each line you create.

4. Once you have altered the Description and the Invoice Amount to reflect the next line you want to add, again click “Go” next to the Add to Cart in the upper right.

5. You will see the cart icon on the Main B2P page increase by the new line amount that you have added.

6. Continue altering the Description and Invoice Amount until you have added all necessary lines.

7. The result will be all added line items under a single supplier name entry.

8. In the PO Preview tab during the checkout process you will see all lines listed under a single PO document.

Please note: If you are splitting the single PR/NR into multiple lines to avoid rounding errors by using multiple chart of account entries at the header level, you now have the ability to enter account codes at the line level for each line you have created. Because the lines are separate, the exact GL coding and amount used will transfer to the Transaction Listing Report as you see it per line entered.