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 link 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.
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 Reimbursee 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 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 more info... link to make changes or to view or edit the request. Then, click Save.

11. Select one of two options:
   - Click Proceed to Checkout to add additional information, such as CoA coding or special handling
     - 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: If a Shopper clicks Assign Cart they will not be able to edit further details

   For more information, see ‘Checkout Process’ and ‘Assigning a Cart’ further in this document.
Processing an NR Request – Checkout Process

The Proceed to Checkout button is available to Shoppers and Requestors but the next steps in the workflow differ slightly.

- For Shoppers, it will allow them to enter further details in their cart, such as CoA. They will then be prompted to Assign Cart, which routes the cart to a Requestor.
- For Requestors, it allows them to enter all required details and then submit the request into the approval workflow.

3. Navigate to Attachment Overview 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

4. Navigate to Final Review when you are done reviewing and editing the request. The buttons you see depend on your role:

   Shoppers have the option to assign a cart to a Requestor
   See the Assigning a Cart guide for more information.

   Requestors can:
   - Validate Account Segments to confirm the CoA coding
   - Submit Request into the approval workflow, and
   - Assign Cart to another Requestor

Please note: 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.

5. A confirmation message will appear that your cart has been assigned (for Shoppers) or requisition has been submitted into workflow (for Requestors)

6. Click the View Approval Status link to preview the approval workflow.
Processing an NR Request – Assigning a Cart

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 can be added to the header section as one document.
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)

Click Assign Cart.

On the Assign Cart: User Search window:

1. Click Search for an assignee to find your Requestor.
2. You can select Add to Profile once you select a Requestor to make them the default Requestor when you assign carts in the future.
3. You can include a note to the assignee (Requestor), which will be included in the notification.
4. Click Assign.

Assign Cart: User Search

Selected Assignee: Roger Requestor
Assign Cart To: Search for an assignee
Add to Profile
Note To Assignee: Please apply to Smith Center

5. You will see a confirmation page that your cart has been assigned.