Processing a Non-Employee Reimbursement Request

buy2pay

What is a Non-Employee Reimbursement Request?

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

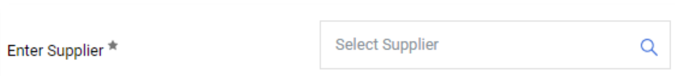
- Non-employees
- Temps
- Less-than-half-time (LHTs)
- Harvard students
- External post-docs
- Harvard teaching fellows

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

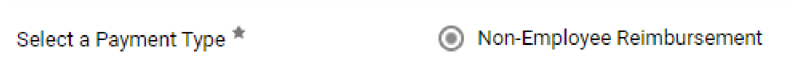
Note: Please start with an empty cart.

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

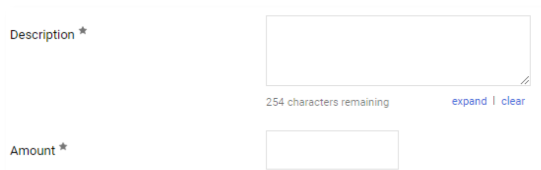
2. Enter the Supplier Name on the Payment form or click the magnifying glass icon to perform a **Supplier Search**.



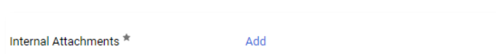
3. Non-Employee Reimbursement is automatically selected under **Type of Payment**.



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

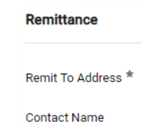


5. A copy of the [Non-Employee Reimbursement Form] **must be attached** to the request, along with receipts. To attach a document to the request, click **Add Attachments** and browse for the desired file.

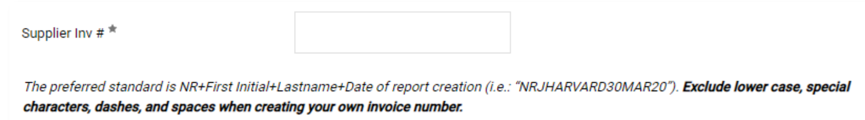


Important: To facilitate processing, multiple attachments should be consolidated into one attachment.

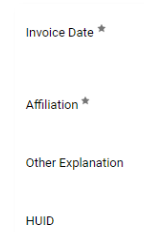
6. Adjust the name and address of the person receiving the reimbursement payment in the **Remittance** section, if it does not pre-populate properly.



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 having finished entering the information, select **Add and Go to Cart** under **Available Actions** and click **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.

11/29/23

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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.
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
6. Please follow the guidance here if a physical signature is not on the NR form: https://travel.harvard.edu/resources