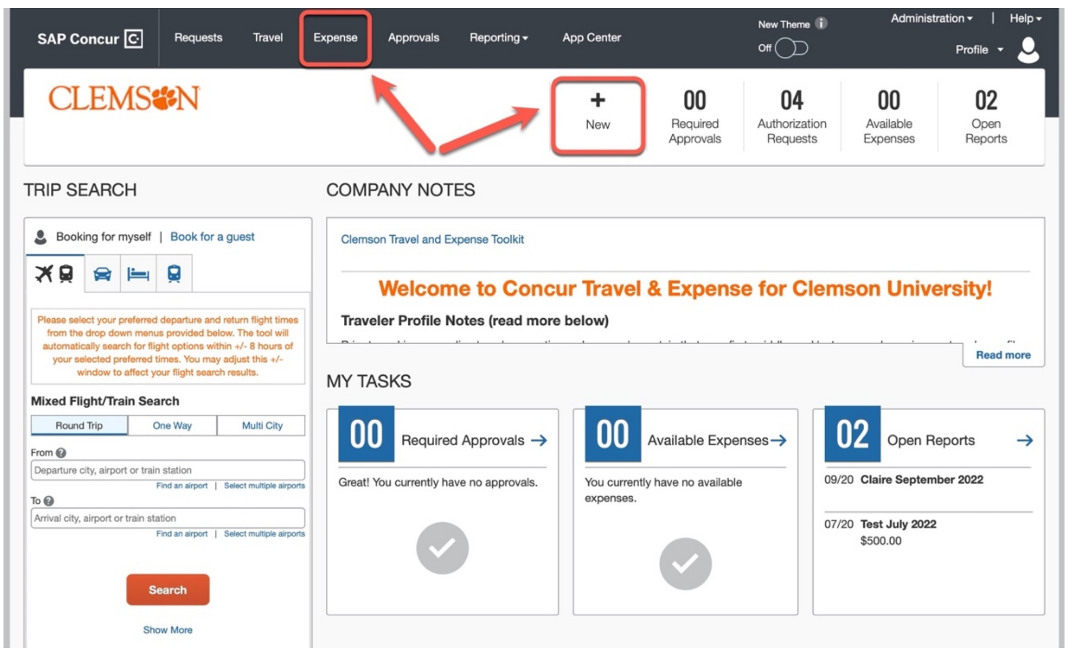
Office of PROCUREMENT AND BUSINESS SERVICES Clemson University

Creating an Expense Report: Non-Travel Reimbursement

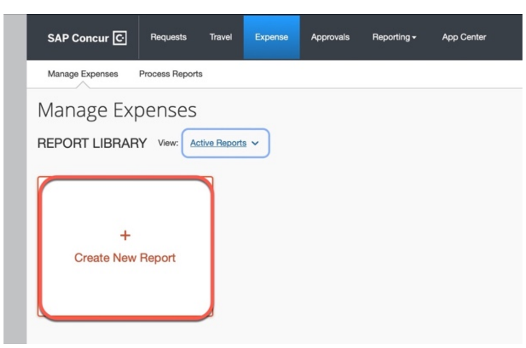
When is a Non-Travel Reimbursement Used?
This form will be used when an employee has made a business-related purchase and it has been paid for out of pocket. This form should only be used for purchases that are not related to a specific business trip.

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

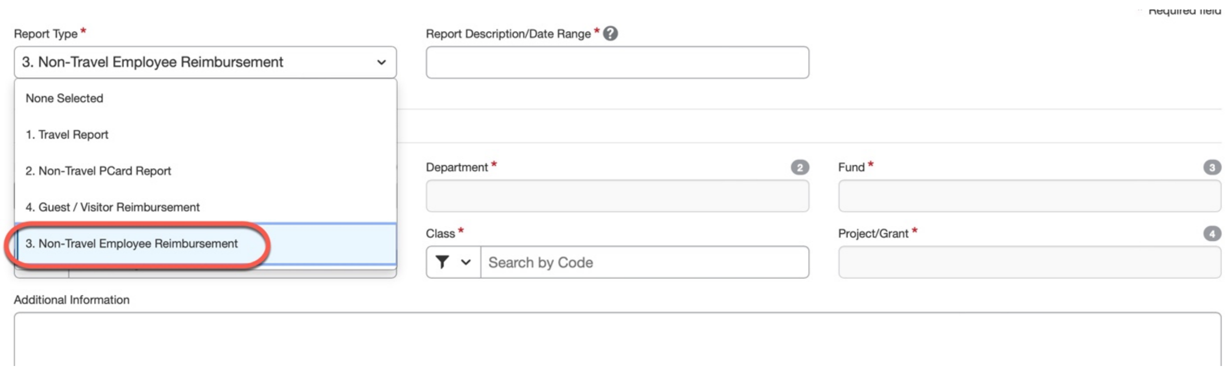
Step Two: On the home screen click **Expense** from the top menu bar or click **+ New** and **Start a Report**.



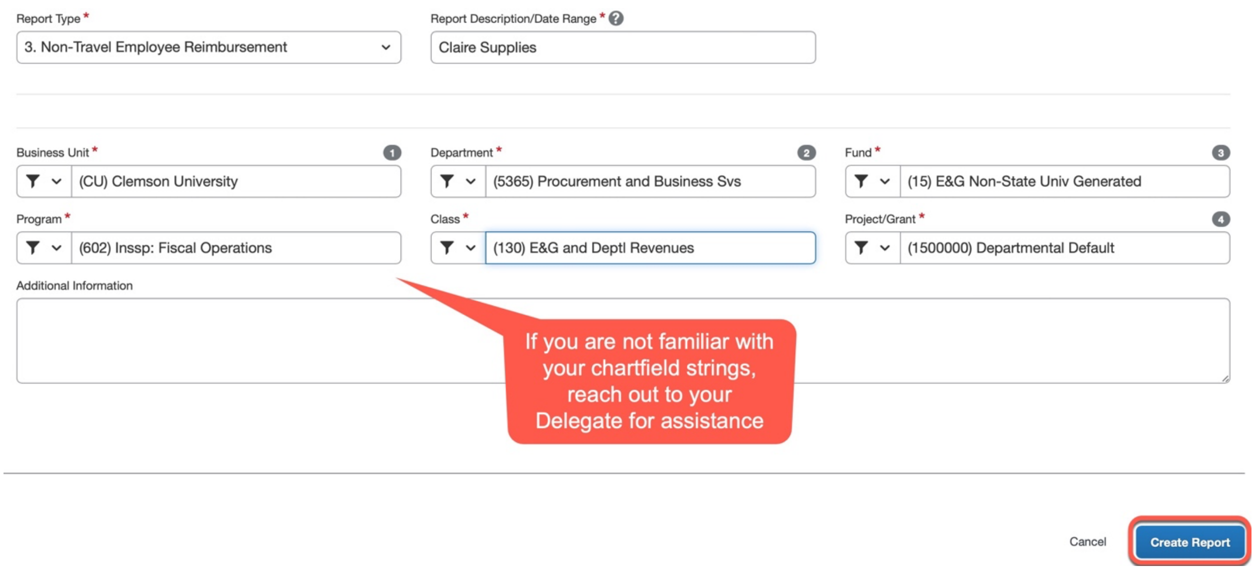
Step Three: Click **Create New Report**.



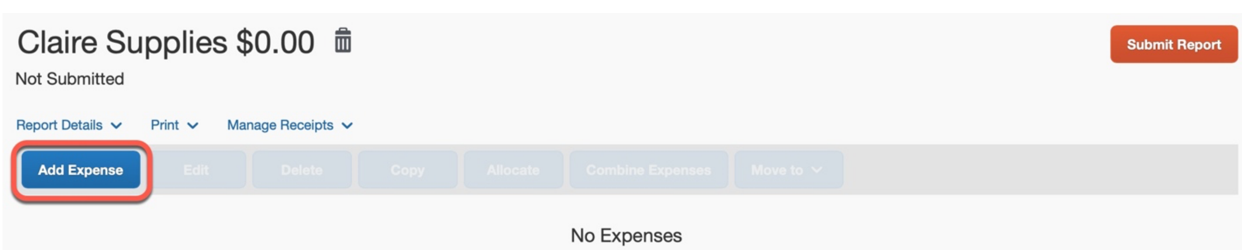
Step Four: In the **Report Type** select **Non-Travel Employee Reimbursement.**



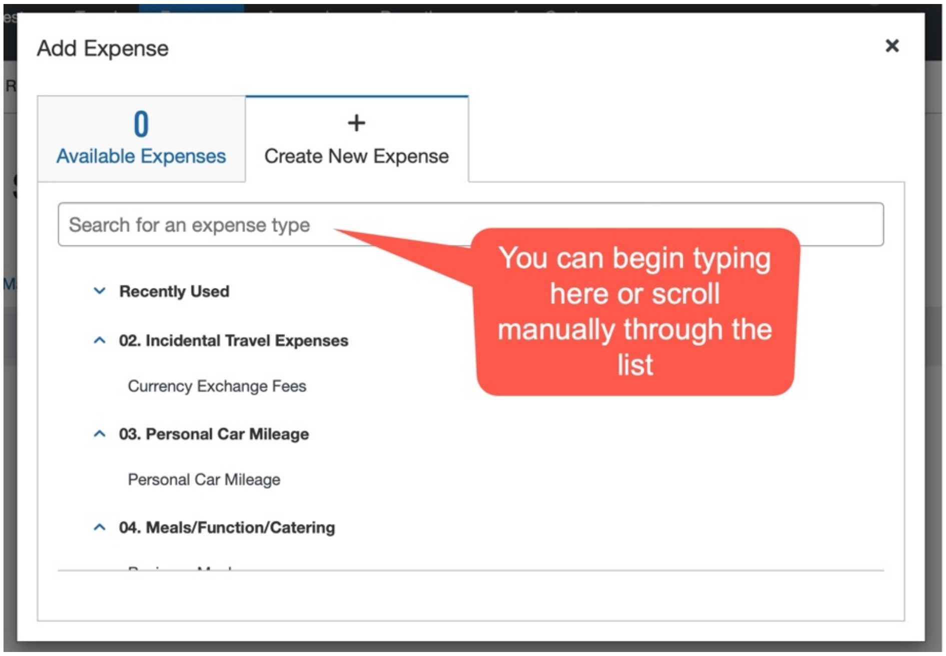
Step Five: Fill out all the required fields marked with an asterisk and click **Create Report** when finished.



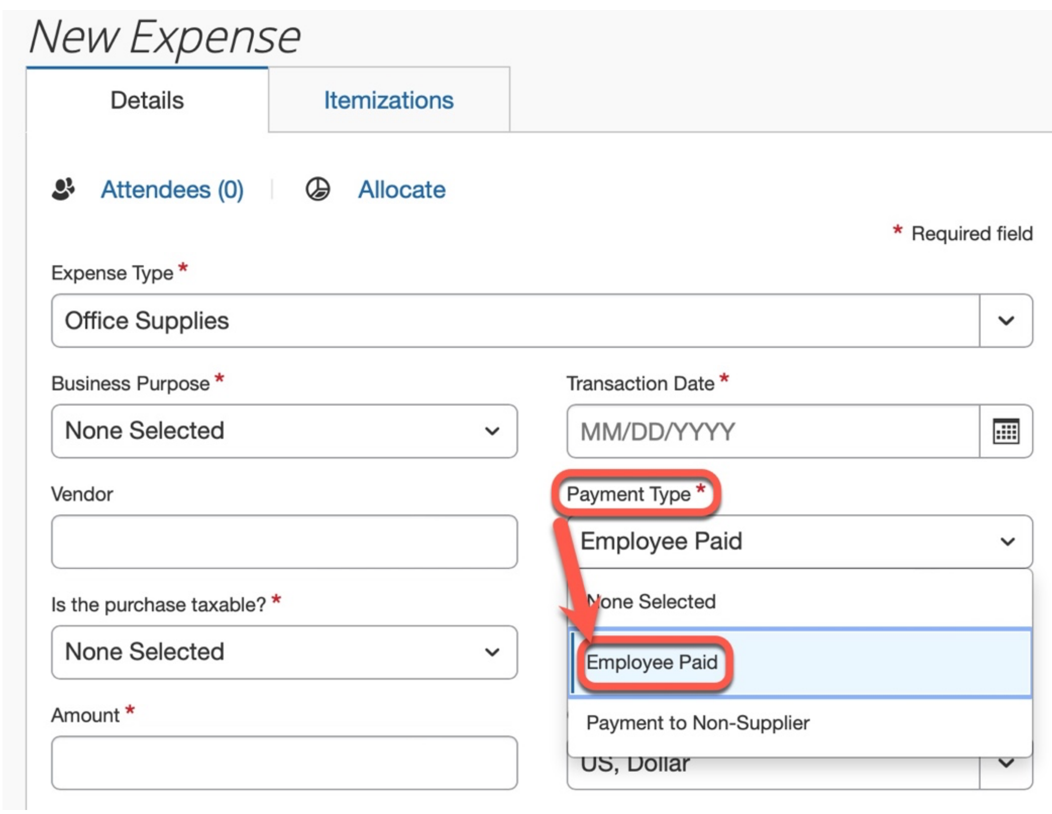
Step Six: Click **Add Expense.**



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

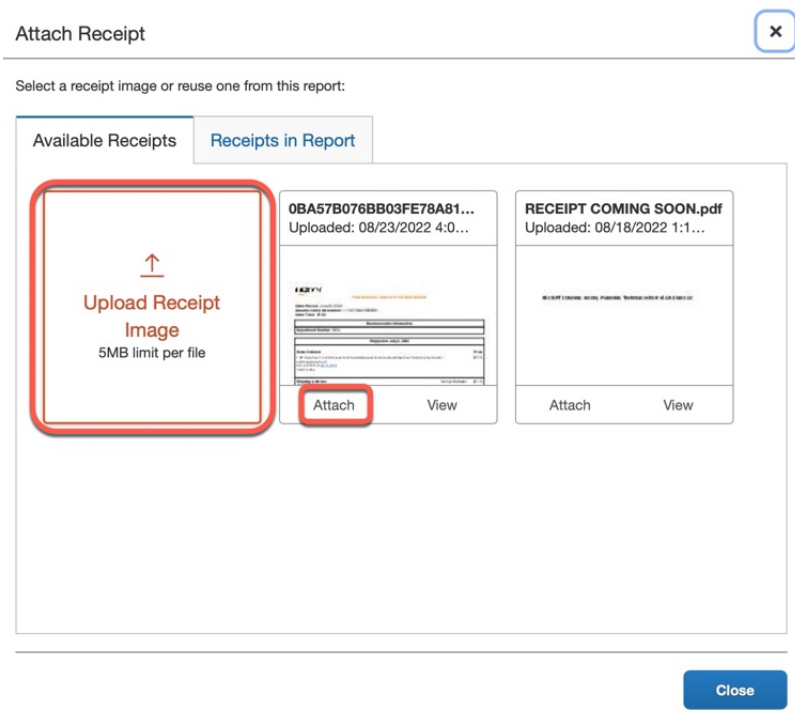


Step Eight: Once you've selected the Expense Type begin filling out the required information marked with an asterisk. **NOTE: In the Payment Type Box select Employee Paid**

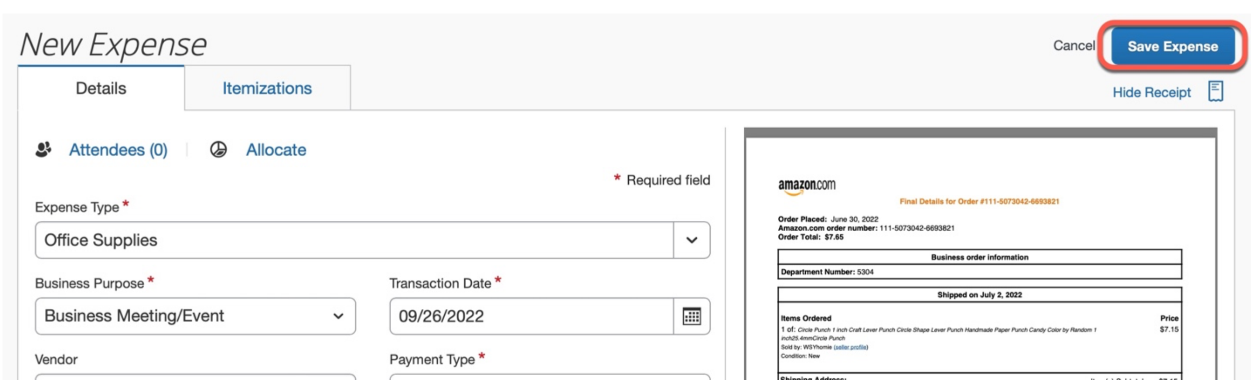


Step Nine: Click **Upload Receipt.**

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

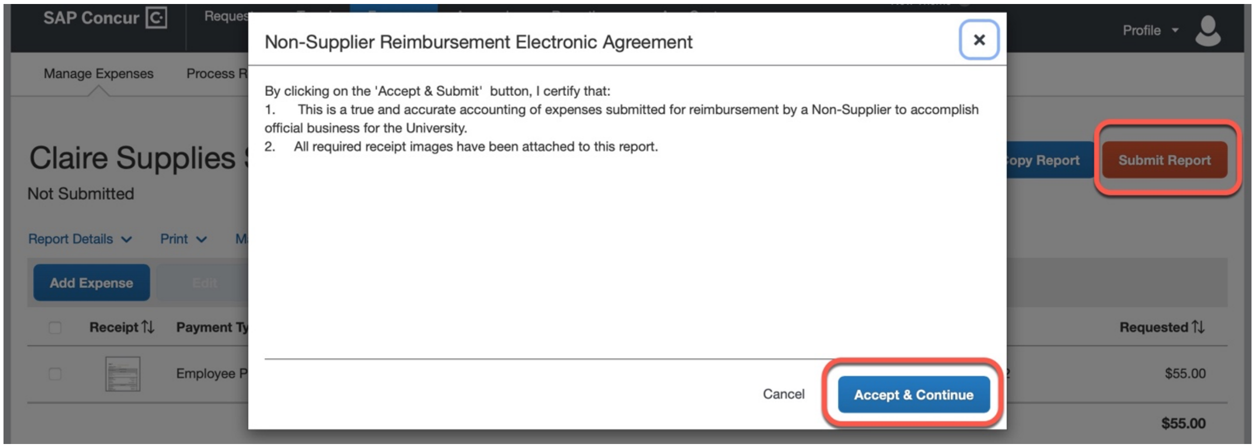


Step Eleven: Once you have attached your receipt click **Save Expense.**

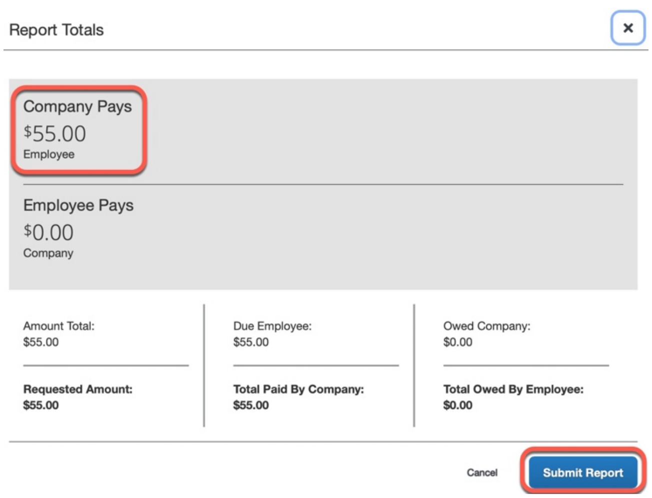


Step Twelve: If you need reimbursement for more expenses you can continue to click **Add Expense** and add information as needed. When you are finished with your report click **Submit Report**. Read the Electronic Agreement and click **Accept & Continue**.

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.



Step Thirteen: Confirm the amount being paid by company is correct and click 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**