



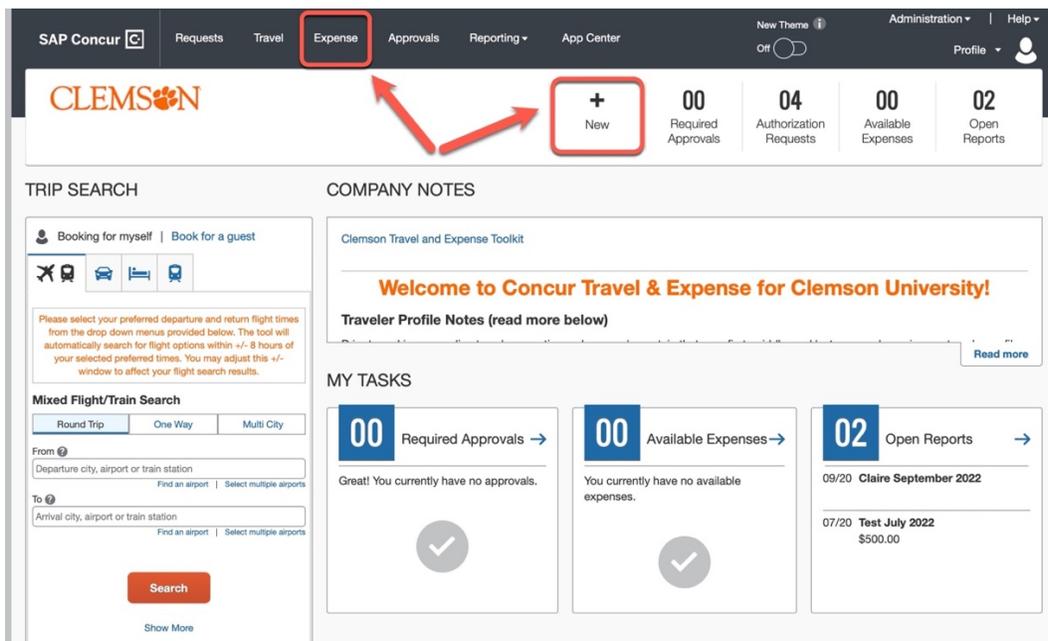
Creating an Expense Report: Non-Travel Reimbursement

When is a Non-Travel Reimbursement Used?

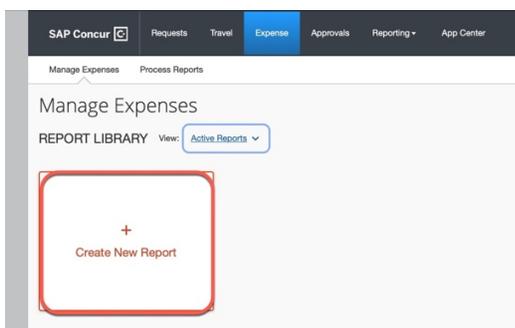
This form will be used when an employee has made a business-related purchase and it has been paid for out of pocket. This form should only be used for purchases that are not related to a specific business trip.

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.

Report Type * required item

Report Description/Date Range * ?

3. Non-Travel Employee Reimbursement

- None Selected
- 1. Travel Report
- 2. Non-Travel PCard Report
- 4. Guest / Visitor Reimbursement
- 3. Non-Travel Employee Reimbursement**

Department * 2 Fund * 3

Class * 4

Search by Code

Project/Grant *

Additional Information

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

Report Type * required item

Report Description/Date Range * ?

3. Non-Travel Employee Reimbursement

Claire Supplies

Business Unit * 1 Department * 2 Fund * 3

(CU) Clemson University (5365) Procurement and Business Svs (15) E&G Non-State Univ Generated

Program * 4 Class * 4 Project/Grant * 4

(602) Inssp: Fiscal Operations (130) E&G and Deptl Revenues (1500000) Departmental Default

Additional Information

If you are not familiar with your chartfield strings, reach out to your Delegate for assistance

Cancel **Create Report**

Step Six: Click Add Expense.

Claire Supplies \$0.00 

Not Submitted **Submit Report**

Report Details Print Manage Receipts Add Expense

Edit Delete Copy Allocate Combine Expenses Move to No Expenses

Add expenses to this report to submit for reimbursement

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

Add Expense

0 Available Expenses | + Create New Expense

Search for an expense type

Recently Used

02. Incidental Travel Expenses

- Currency Exchange Fees

03. Personal Car Mileage

- Personal Car Mileage

04. Meals/Function/Catering

You can begin typing here or scroll manually through the list

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**

New Expense

Details | Itemizations

Attendees (0) | Allocate

* Required field

Expense Type *
Office Supplies

Business Purpose *
None Selected

Transaction Date *
MM/DD/YYYY

Vendor

Payment Type *
Employee Paid

None Selected

Employee Paid

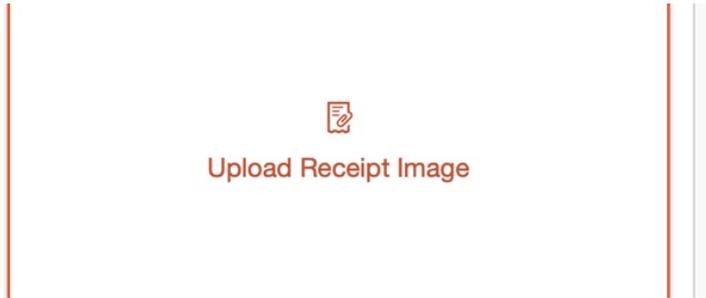
Payment to Non-Supplier

US, Dollar

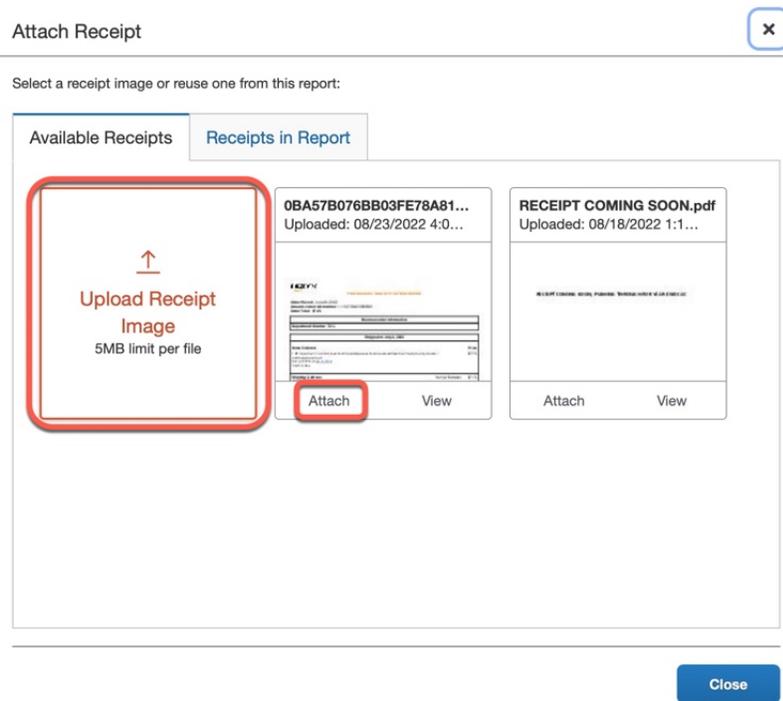
Is the purchase taxable? *
None Selected

Amount *

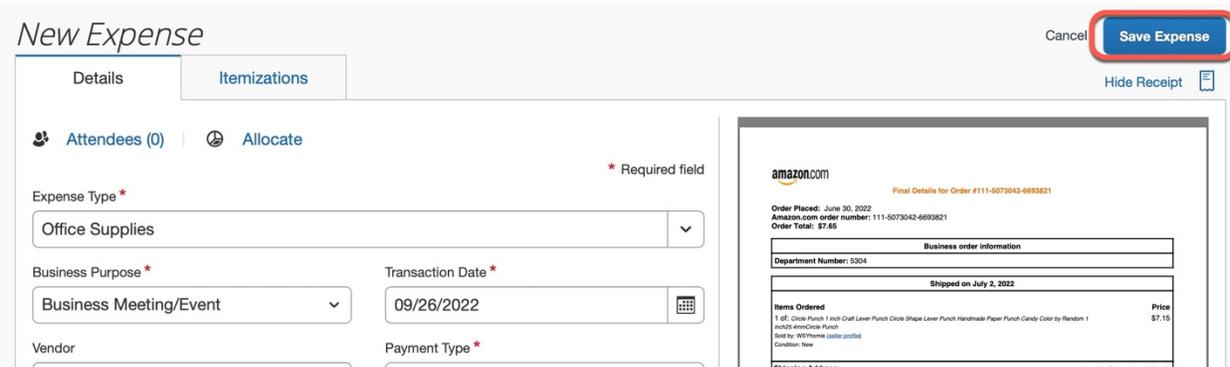
Step Nine: Click Upload Receipt.



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

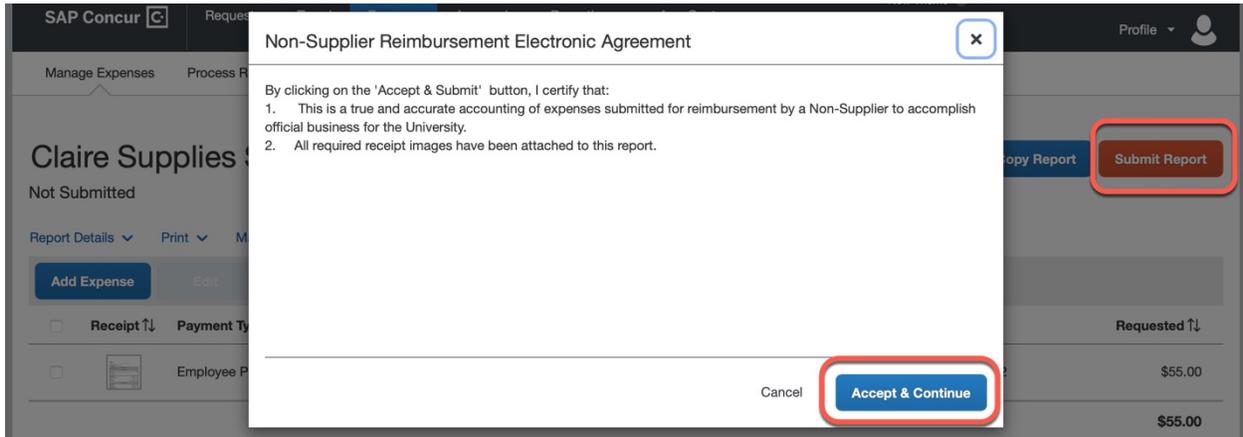


Step Eleven: Once you have attached your receipt click Save Expense.

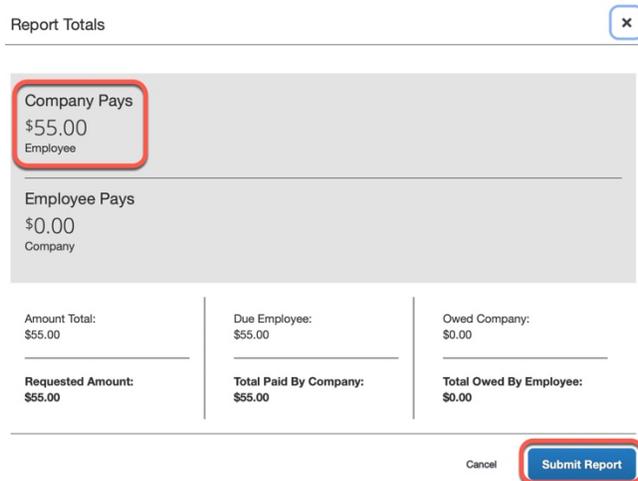


Step Twelve: If you need reimbursement for more expenses you can continue to click **Add Expense** and add information as needed. When you are finished with your report click **Submit Report**. Read the Electronic Agreement and click **Accept & Continue**.

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**