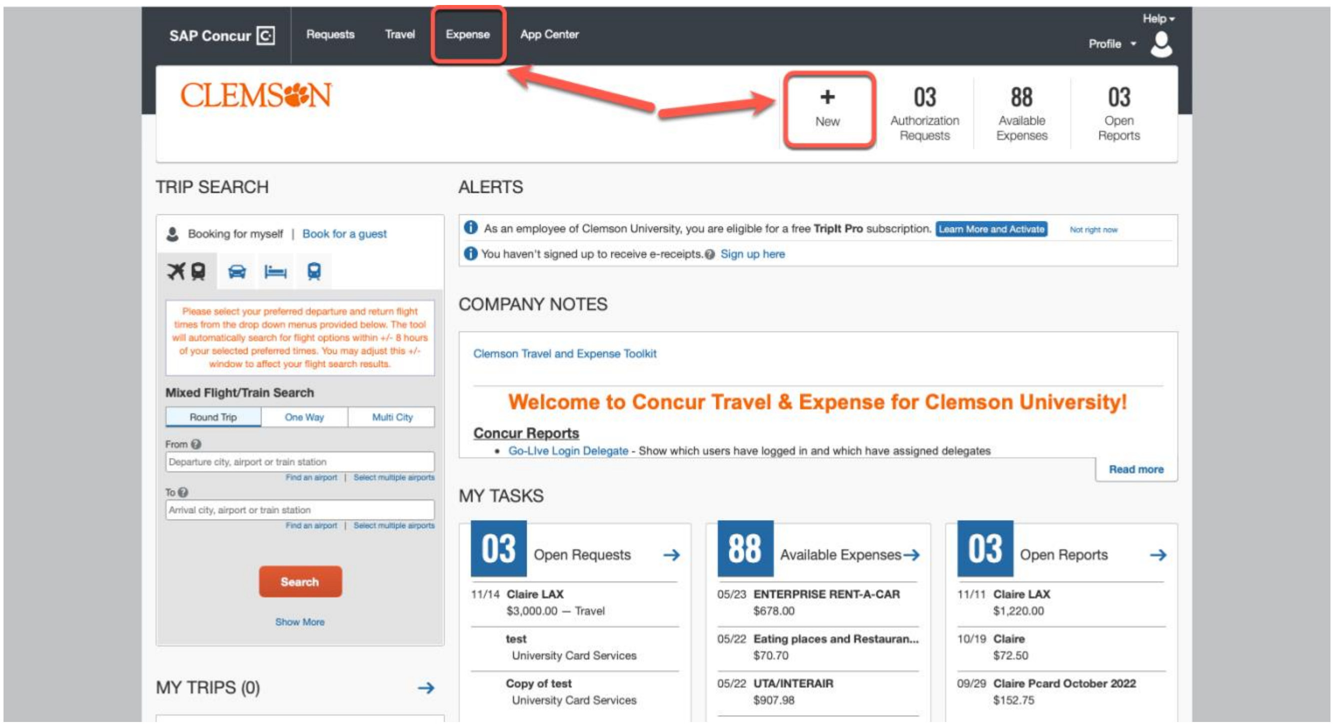
Office of
PROCUREMENT AND BUSINESS SERVICES
Clemson University

Creating a Non-Travel Employee Reimbursement

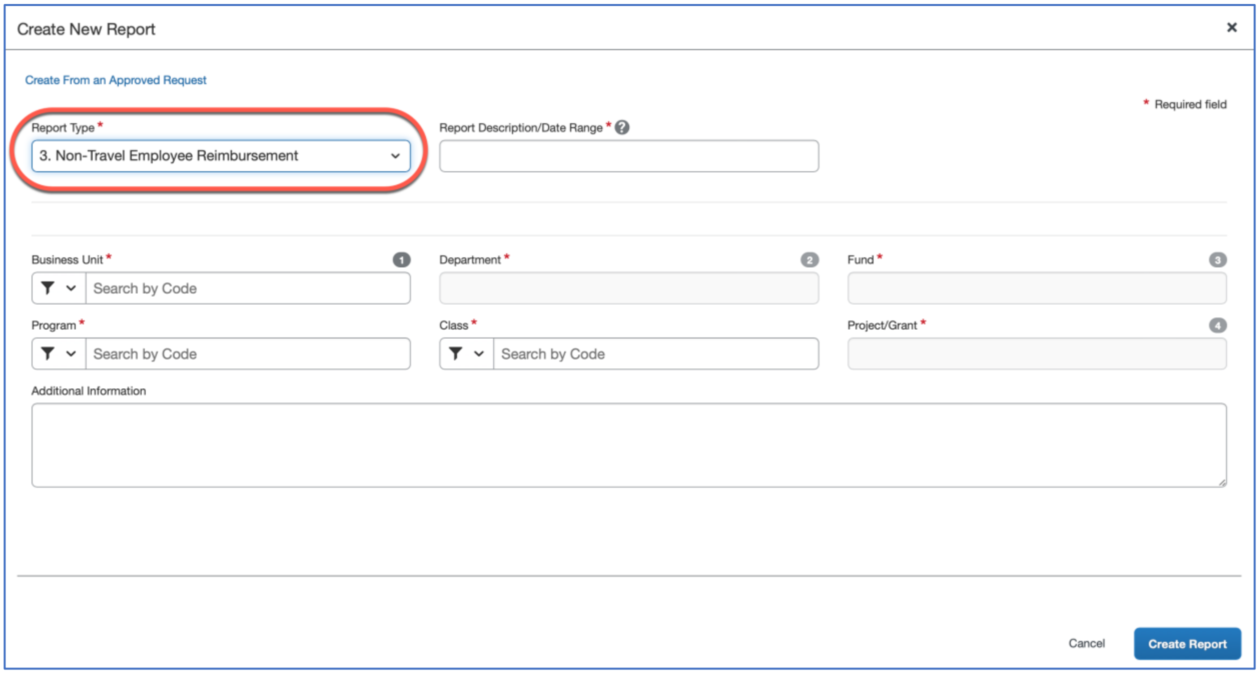
When is a Non-Travel Employee Reimbursement used?
This form should be used for employee paid expenses, not related to travel, that qualify for reimbursement. You can combine as many expenses as needed onto one report.

Step One: Log in to [Concur]() using the SSO login.
Step Two: Click **Expense** either in the top menu bar or click **+New** and then **Start a Report**.

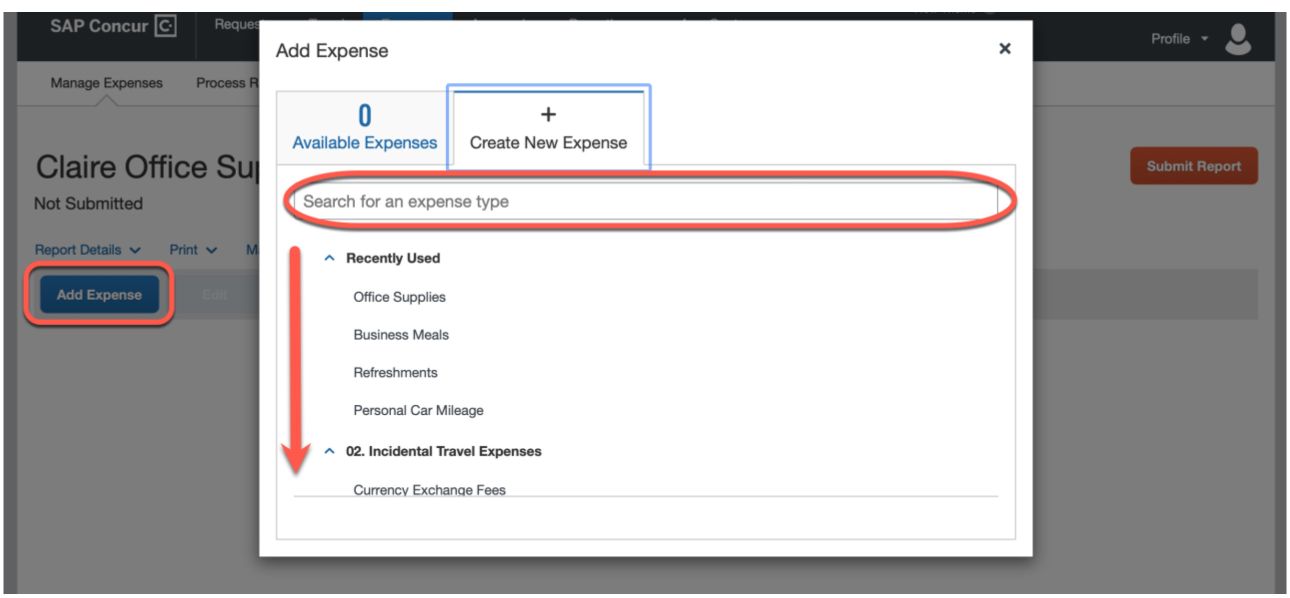


Step Three: Click **Create Report**. For Report Type choose **Non-Travel Employee Reimbursement**. Fill out all the required information and click Create Report.

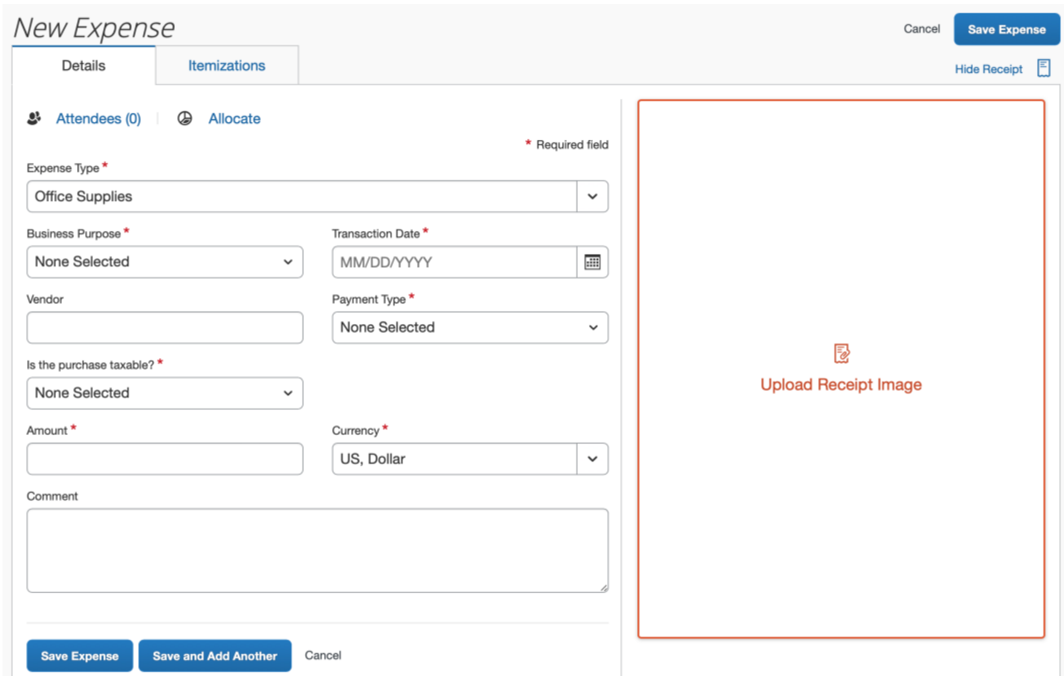
Note: If you are not sure of the 23-digit account codes you should be using, please contact your Department Aps for assistance.



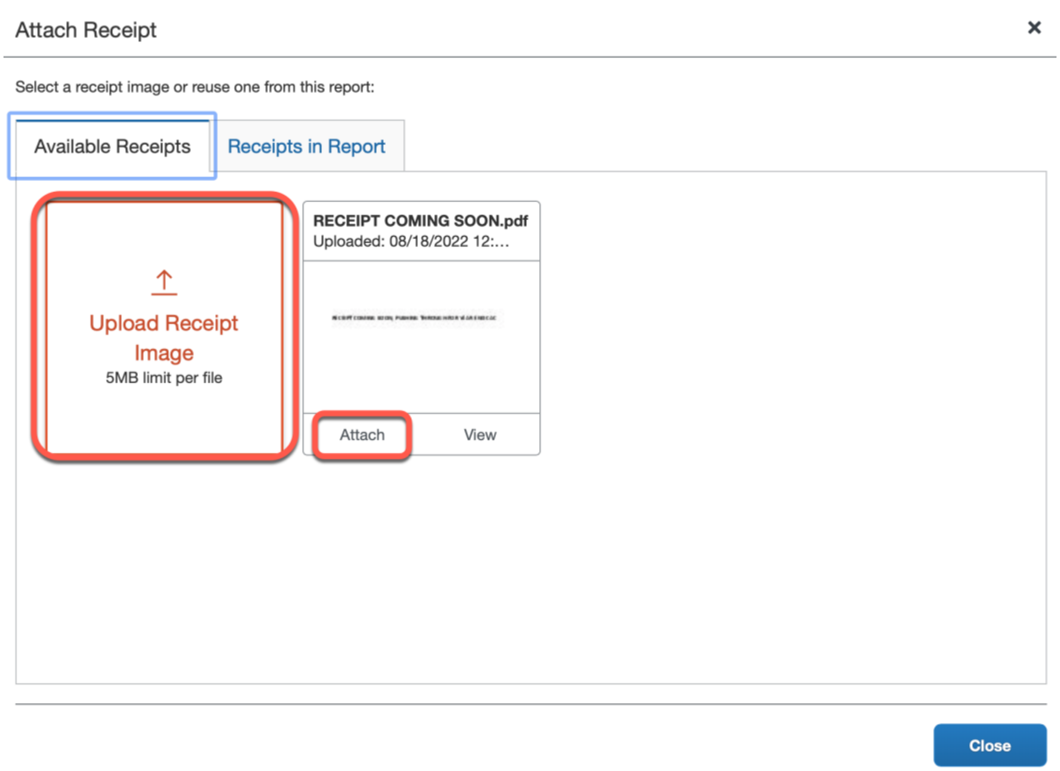
Step Four: Click **Add** to begin adding the expense types that best match what you are requesting reimbursement for. Scroll through the list to select your choice or begin typing to find your desired selection.



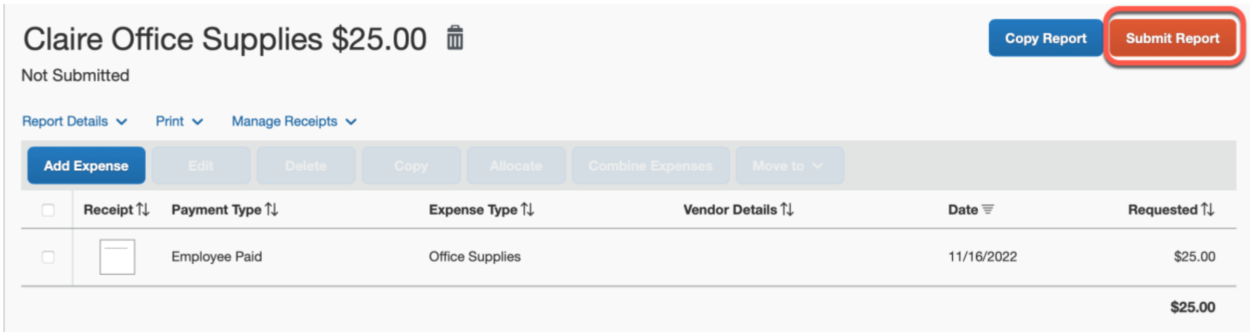
Step Five: Once you've selected an expense type, the form will open. Begin completing all the required fields marked with a red asterisk.



Step Six: Next you need to attach a receipt. Click **Upload Receipt Image**. You have the option to upload a receipt from your computer or choose from any **Available Receipts** (see training aid [here]() for more info).



Step Seven: Once you have filled out the required information and attached a receipt, you can **Submit Report**.



If you are in need of assistance, please reach out to your Business Office or refer to our new [Travel & Expense Website] for more information and training aids.