Processing Non-Employee Reimbursement Requests Quick Reference

Overview

- **Log into HCOM** at: http://vpf-web.harvard.edu/applications
  1. Click • Personal Homepage
  2. Click Oracle Login via PIN
  3. Login with your HUID & PIN.
  4. Click HRVD^IPROCUREMENT .

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 in HCOM though a payment request are:

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

The PeopleSoft pay groups for these categories follow:

Weekly temps	WTM
Less-than-half-time (LHTs)	(Not a PS pay group)
Hires Pay Group	HRH, HRA, HRM, HRW
Students (stipend)	MST
External post-docs	MEP
Monthly teaching fellows	MTF
Non-paid	NPD
Long-term disability	LTD
Retiree payrolls	RET, RMF
Outsourced payrolls	OUB, OUM, OUS, OUW, OWC

The types of reimbursements include out-of-pocket and travel expenses. Non-employee reimbursements are processed as Payment Requests in HCOM.

All others are reimbursed through the **Web Reimbursement** application. For more information on creating a web reimbursement for employees, see the **Create a Web Reimbursement** work instruction on http://eureka.harvard.edu.

Required Documentation
Original receipts should be submitted to University Financial Services within a reasonable time frame from the date the expense was incurred or from the trip's end-date.
Required receipts are:

- Receipts for individual expenses over $75 (Some departments may require receipts for a lower amount.)
- All hotel folios regardless of cost (excluding personal expenses)

Receipts must be organized in the following categories:

- Air/rail travel
- Ground transportation
- Lodging
- Meals – Business and entertainment
- Other – Supplies, miscellaneous, etc.

As an exception, a **Missing Receipt Affidavit (MRA)** can be used in lieu of original receipts. The **MRA** must:

- Be complete
- Present the signatures of reimbursee and approver
- Include proof of payment

Find the **MRA** on **ABLE** (http://able.harvard.edu)

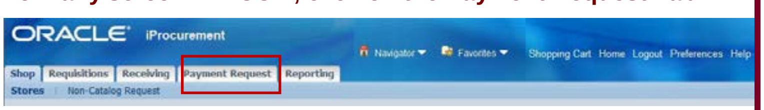
For more information, see the **Policies & Reimbursements** section on the **Harvard Travel Services** web site: http://www.travel.harvard.edu or by calling (617) 495-7760.

Help Contacts:

- For technical issues, contact the HU IT Help Desk: dls@harvard.edu or x6-2001
- For customer service issues, contact University Financial Services-AP Customer Service: ap_customerservice@harvard.edu or x5-8500, option 1

Accessing the Payment Request Tab

From any screen in HCOM, click on the Payment Request Tab:



Before processing a Payment Request: **Your non-employee vendor must appear in the AP Vendor Database**. If the vendor is not listed, or the remit-to address has changed, you must log out of HCOM and create a request for a new or changed vendor using the **Oracle Vendor Request Form**. For more information, see the **Using the Vendor Request Form** work instruction on http://eureka.harvard.edu.

The Payment Request Screen

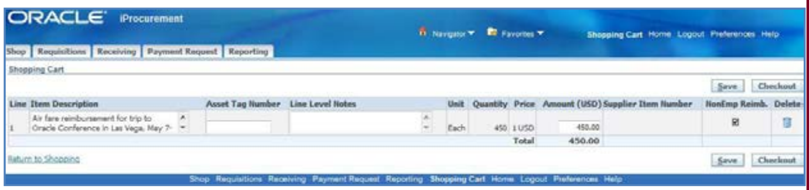
Note: You cannot create a travel reimbursement and a payment request for services to an individual on the same requisition.

1. Collect the necessary receipts.
2. **Search for the Supplier and Site:** Type in part of the vendor name and click . Select vendor by clicking . Both **Supplier** and **Supplier Site** fields will be filled in.
3. **Add Business Purpose:** Include the who, what, when, where, why and who else was involved with this transaction, as well as the transaction date. Note that the information in this field will appear on the **CREW Detail Listing Report**.
4. **Add the Payment Amount.**
5. By checking this box you are indicating this is not reportable income and does not need to be reported to the IRS.
6. **Click** Add to Cart.

To add additional lines, type in new Business Purpose and Payment Amount, and click Add to Cart. When finished, **click** View Cart and Checkout.

Checkout

Shopping Cart Screen



1. *Optional*: You can make changes to the **Item Description** field. The **Item Description** field contains the contents of the **Business Purpose** field from the **Payment Request** field.
2. **Leave Asset Tag Number screen blank.**
3. **Add Line Level Notes:** Add additional business purpose information to the Line Level Notes section. This information is helpful to Approvers. This information does not appear on the **CREW Detail Listing Report**.

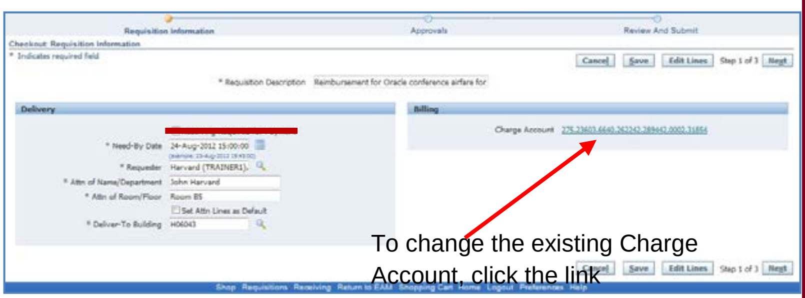
You can delete lines from the Shopping Cart by clicking the next to the line.

4. **Click** Checkout.

Note: The **Non Emp Reim** column displays a box that is checked. You cannot uncheck this box. If you have created this request in error, click Save and create a new payment request. (Select **New Cart** when prompted.) For information on how to delete a requisition, view the Deleting a Requisition online simulation.

Checkout: Requisition Information screen

You can edit all fields on this screen.

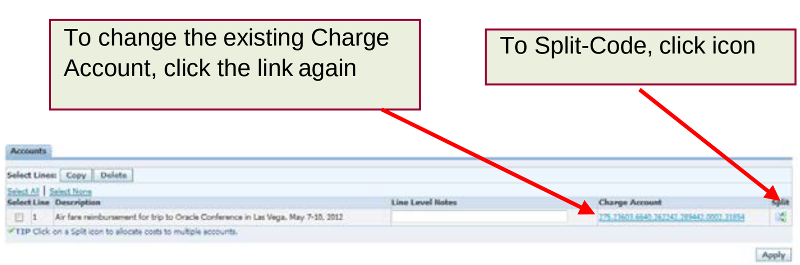


1. **Enter Requisition Description to summarize request.**
2.
3. **Need By Date, Requestor and Deliver-To Building fields all fill in from Preferences:** You can override any of these values.
   - To confirm **Deliver-To Building**: Click to see current address.

   If address is incorrect: Select **Address** from **Search by** drop-down menu; type **%** and enter either street number or name, add a second **%** and click Go. Select correct address by using .
4. If needed: Fill in **Attn of Name/Dept**.
5. If needed: Fill in **Attn of Room/Floor**

*If you checked the **Set Attn Lines as Default** checkbox on a previous order, these values will be filled in.*

6. **Confirm Charge Account is correct**: Default account will appear from Preferences.
7. **Click** Next.



Changing Account Code Numbers

You can change the existing number or split-code

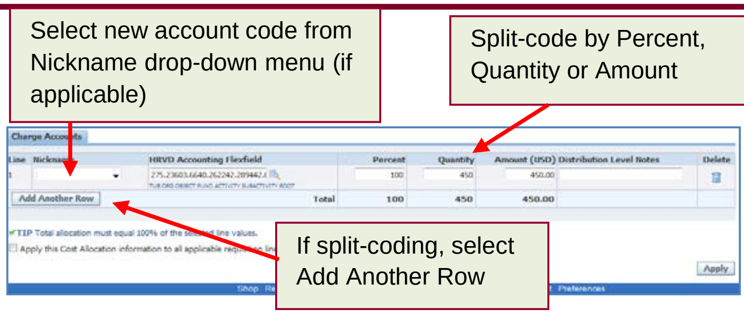
To change the existing Account Code:

1. **Click on Charge Account Link twice**

   Option 1: Select **Nickname** from drop down menu (if Preferences were set)

   Option 2: Type over existing value

   Option 3: Search for a value



If you wish to allocate all Requisitions to same coding/split-coding, check

☐ Apply this Cost Allocation information to all applicable requisition lines

To search for a value:

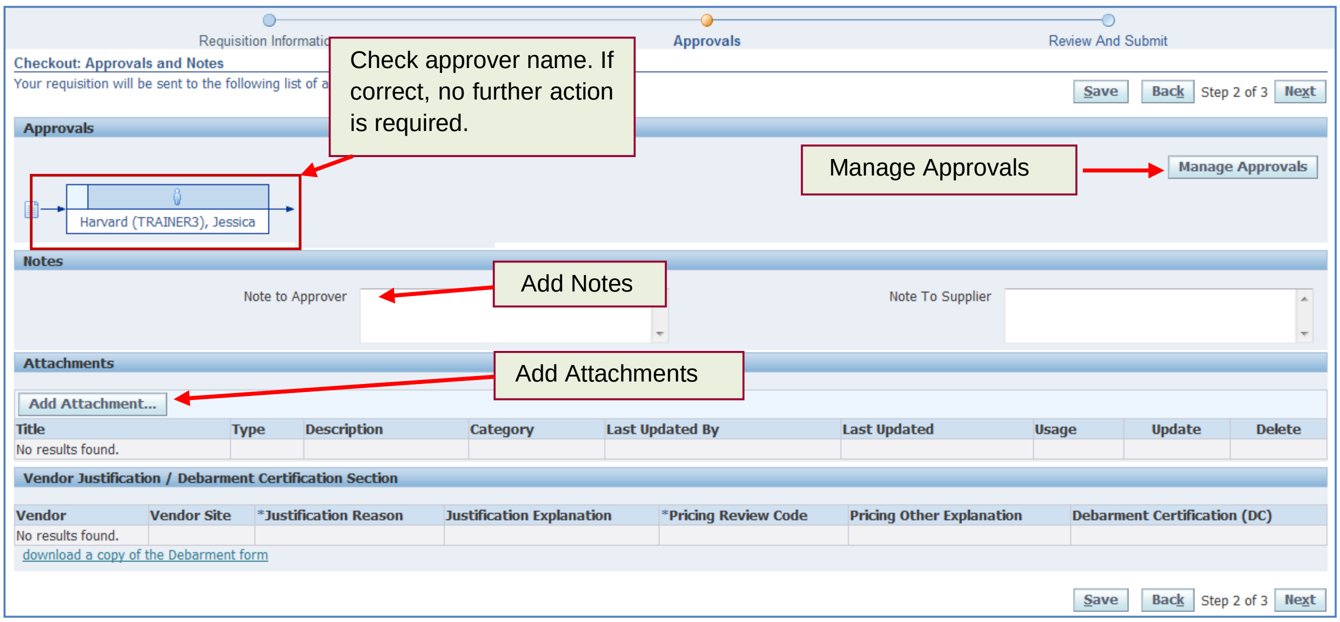
- Click [search icon].
- Type in as much of the account string that you know and click **Search**.
- Select code by click radio button and then click **Select**.

To Split-Code:

1. Click [split icon].
2. Click **Add Another Row**.
3. Find the split-code value using one of the options above
4. Split line by Percent, Quantity or Amount

Click Apply twice when changes are complete.

Requisition: Check Approvers screen



Note: All fields in this screen are optional.

Actions you can perform on this screen are**:**

- **Manage Approvals (add an approver or change first approver)**
- Add a **Note to Approver**
- Add or delete an **attachment**

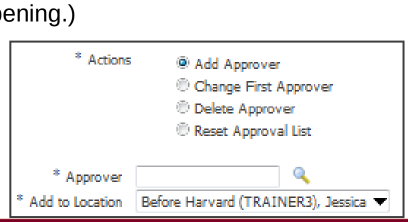
Manage Approvers

Default Approver: The name of your default Approver(s) will appear in the approval string at the top left of the screen.

If you need to add an approver or change the default approver, click **Manage Approvals** The **Manage Approvals** radio buttons appear.

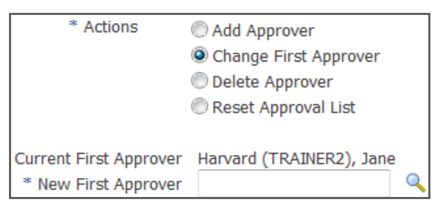
Add Approver

Select the **Add Approver** radio button to *add an additional approver(s)* to this Requisition, if needed. (**Note**: The button is selected on opening.)



Change First Approver

If this is not the Approver that should approve the Requisition, use **Change First Approver** to *replace* the existing Approver.



a. Click the **Change First Approver** radio button**.**
b. Type in New **First Approver's** last name and click [search icon].
c. Select name by clicking [select icon]. Click **Select** at bottom of page.
d. Click **Submit**.

If you wish to reset the First Approver, select the **Reset First Approver** *radio button and click* **Submit**.

Note: You cannot delete a default approver.

Add Notes – Add text in the **Note to Approver** field. The **Note to Supplier** field is not used in Payment Requests; leave blank.

a. Enter Approver's last name and click .
b. Select name by clicking . Click **Select** at bottom of page.
c. Select whether the Approver should appear before or after the default Approver.
d. Click **Submit**.
e.

If you wish to reset the First Approver, select the **Reset First Approver** *radio button and click* **Submit**.

Add Attachment:

a. Click **Add Attachment...**.
b. Type in **Description**
c. Select **Type** and add attachment:
   a. **File**: select radio button next to File and click **Browse...** select file from local computer.
   b. **URL**: select radio button next to URL and type URL of website into URL field
   c. **Text**: select radio button next to Text and type text into Textbox.
d. Click **Apply**.

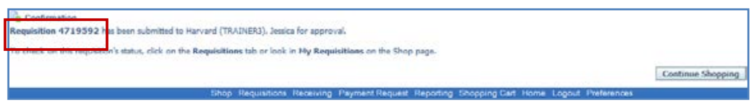
To **delete** an Attachment, click . When you have completed the changes, click **Next**.

Checkout: Review & Submit Screen

Optional: You can print this screen:

1. Click **Show** link next to all Requisition Lines to see account coding.
2. Click **Printable Page**.

Click Submit to submit Shopping Cart.



Confirmation Screen

You will receive a Requisition Number. HCOM will forward the Requisition to your Approver. The Approver will receive an email that the Requisition is awaiting his/her approval.

Forward original receipts and the **HCOM Non Employee Reimbursement Form** (if using), to Approver**.** (See the **After Final Approval** section below for more information on this form.)

Click Continue Shopping, Shop to return to Homepage, or click **the Logout** link to log out**.**

After Final Approval

Non-Employee Reimbursement Request Documentation Requirements

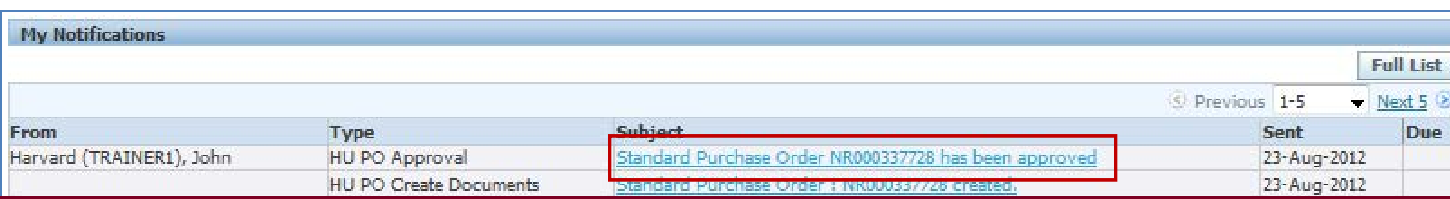
Either the **HCOM Non-Employee Reimbursement cover sheet (preferred)** or the **HCOM Non Employee Reimbursement Form** (available on ABLE- http://able.harvard.edu)) must be submitted.

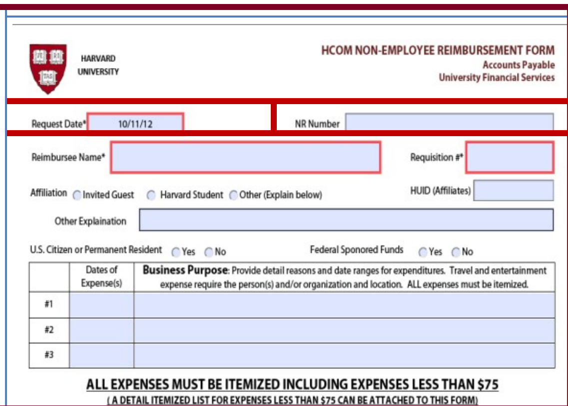
- The submitted form must:
  - Be hard copy
  - Include the NR number
  - Be signed by the reimbursee
  - Be submitted with original receipts

Note: The Shopper OR Approver can send original receipts and forms to AP after approval.

Non-Employee Reimbursement (NR) Number

The Shopper will receive an email indicating that the Requisition is approved and the **Non-employee Reimbursement (NR)** number is generated. The Shopper can also see this information on the **HCOM Homepage** in the My Notifications area:

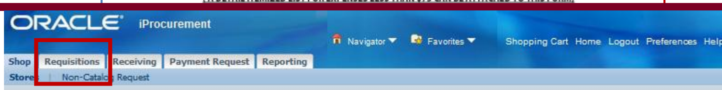




If Submitting the HCOM Non Employee Reimbursement Form:

1. Find NR# on the Approval confirmation email or the **My Notifications** area of the **HCOM Homepage**.
2. Write the NR# in the NR **Number field** on the **HCOM Non Employee Reimbursement Form.**
3. **Attach receipts to the file.**
4. **Send** everything to University Accounts Payable, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138.

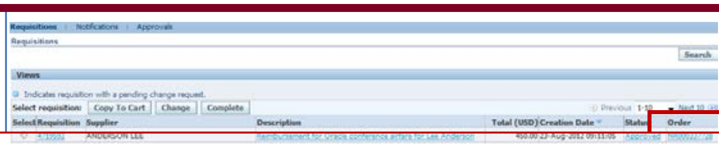
Note: The HCOM Non Employee Reimbursement Form must be signed by the reimbursee.



If Submitting the HCOM Non-Employee Reimbursement Cover Sheet (preferred):

The shopper must perform the following steps after approval:

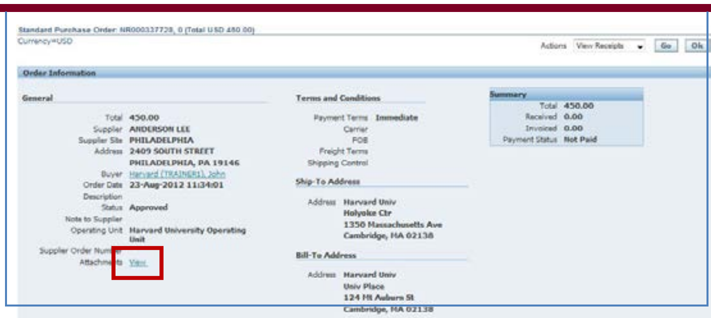
1. Log into HCOM
2. Click the **Requisitions** tab.



Requisitions Screen

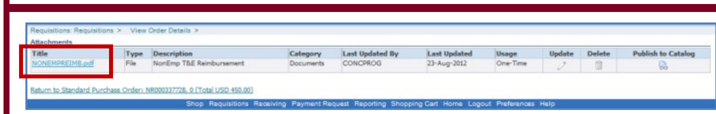
The NR number appears on the right.

Click the NR number.



The Order Information Screen

Click the **View** link in the **Attachment** field.

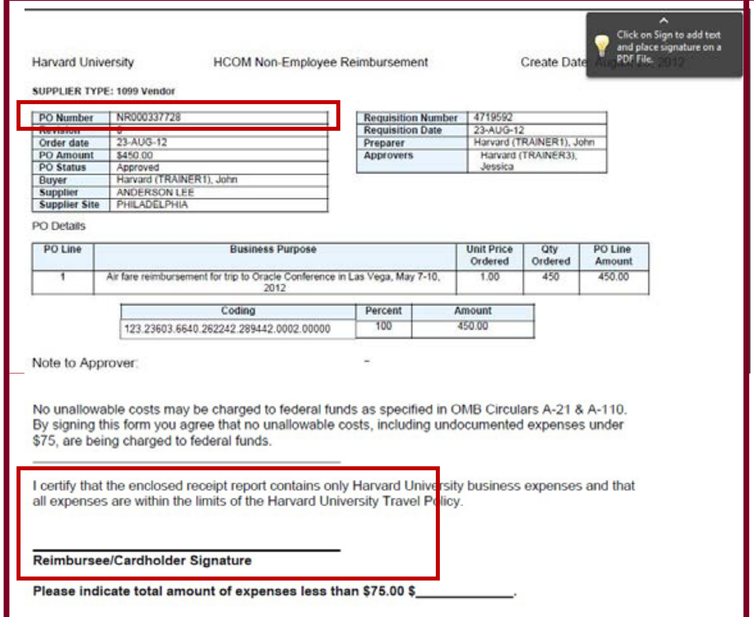


Attachments List

1. Under the File column, the NONEMPREIMB.pdf file will be listed. Click this file to open it.

Note: The NR # appears on this file.

2. Print the file.



Click on Sign to add text and place signature on a PDF File.

Harvard University HCOM Non-Employee Reimbursement Create Date August 2x, 2012

SUPPLIER TYPE: 1099 Vendor

PO Number	NR000337728
Revision	0
Order date	23-AUG-12
PO Amount	$450.00
PO Status	Approved
Buyer	Harvard (TRAINER1), John
Supplier	ANDERSON LEE
Supplier Site	PHILADELPHIA

Requisition Number	4719592
Requisition Date	23-AUG-12
Preparer	Harvard (TRAINER1), John
Approvers	Harvard (TRAINER3), Jessica

PO Details

PO Line	Business Purpose	Unit Price Ordered	Qty Ordered	PO Line Amount
1	Air fare reimbursement for trip to Oracle Conference in Las Vega, May 7-10, 2012	1.00	450	450.00

Coding	Percent	Amount
123.23603.6640.262242.289442.0002.00000	100	450.00

Note to Approver: -

No unallowable costs may be charged to federal funds as specified in OMB Circulars A-21 & A-110. By signing this form you agree that no unallowable costs, including undocumented expenses under $75, are being charged to federal funds.

I certify that the enclosed receipt report contains only Harvard University business expenses and that all expenses are within the limits of the Harvard University Travel Policy.

Reimbursee/Cardholder Signature

Please indicate total amount of expenses less than $75.00 $____________.

Note: The reimbursee MUST sign the HCOM Non-Employee Reimbursement cover sheet.

1. **Attach receipts to the file.**
2. **Send** everything to University Accounts Payable, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138.

Special Considerations

Payment Request – Confidential Information

Any data deemed confidential according to the guidelines of the Health Insurance Portability and Accountability Act (HIPAA) or Harvard's High Risk Confidential Information (HRCI) guidelines should be omitted or removed from Purchase Orders and Invoices. Examples of this type of information include:

- Social Security Numbers
- Credit card numbers
- Driver's license numbers
- Health insurance ID numbers

It is the local unit's responsibility to ensure these standards are met on their own POs and associated invoices. UFS AP does not pre-audit for confidential data on invoices. Vendor invoices containing confidential information must be received at the local unit and confidential information must be removed prior to forwarding these invoices to UFS AP for processing.

Other points to keep in mind concerning confidential information and HCOM:

- An individual's Social Security Number should not be requested via email, as this is a violation of the Harvard Security Policy
- Individuals should not enter the Social Security Number of independent contractors anywhere in HCOM.
- Correspondence containing confidential data elements should not be stored locally and should be destroyed following proper procedures for destruction of confidential data.

In an effort to further secure the personal information of Harvard employees and to safeguard Harvard University's assets, the University Technology Security Officer, the University Archivist, and the Office for Strategic Procurement has selected DataShredder as the provider for a campus wide Data Destruction Program. DataShredder has designed the Data Destruction Program to conform to current industry standards surrounding document destruction, and allow Harvard to meet confidentiality requirements imposed by sponsored agencies granting funds to the University. DataShredder Inc. will provide secure processes, competitive prices, and flexible options for document and records destruction, in accord with Harvard's Enterprise Security Policy.

If you work with or store personal information, you must ensure that it is destroyed to the specifications of the law. Please see the Procurement site for security, the General Records Schedule, and environmental policy for more information.