

Instructions For Non-Employee Reimbursement Expense Form

Please refer to these guidelines when completing non-employee reimbursement forms. Always keep in mind that the person who reviews this should be able to see clear documentation of what was purchased, how it was purchased and for what purpose. Refer to the attached completed form for examples.

Explanation of Business Purpose Section:

- Each “Instance” is a different event. So, if you went to a conference for 3 days, this is considered one instance. If you bought lab snacks one day, this is a separate instance. If you took an Uber to a lab-related meeting another day, this is yet another instance, and so on.
- Each instance will correspond to the instance number in the summary section below.
- The “Description/Explanation” needs to be clear. Give a label that identifies the instance in its entirety; provide specific description of the business purpose of the expense.

Summary of Expense Section:

- “Instance”: fill in the corresponding instance for each charge according to the instances detailed in the previous section.
- Because you described the business purpose above, your description here can be simple, i.e. “Uber to/from”
- In the case of travel (i.e. to a conference or workshop), all charges for that trip are bundled together in one instance. It’s important that you fill in each of the “Daily Expense Amount” columns for travel so that Accounts Payable can glean a whole picture of your trip when reviewing this form. Even if you stay with family members in lieu of a hotel, you would write “Stayed with family” in the description column and “\$0.00” in the “Lodging” expense type column.

Expense Analysis Section:

- Less Advances Paid to Employee: Money was given to non-employee from PHS
- Less Advances Paid to Vendor: If a purchase was covered by another source of funding i.e. your plane ticket was already purchased using funds from a different grant in the lab.
- Non-PHS Reimbursement: A stipend given to you by your program, the conference you’re attending or something similar

Expense Distribution Section:

- Business Unit: Should always be “1200”
- Account Number: Depends on the type of expense. Commonly used: Meals/Food—952800, Domestic Travel—953000
 - If other, see Candace
- Department Number: Should always be “000000”
- Phys ID: Leave blank
- Project/Grant: Ask Candace or PI for fund number
- Activity ID: Leave blank
- Resource Type: Leave blank
- Amount: Excel is formulated to calculate this from the totals above, however if you are spreading the costs across different funds you need to manually put in the amount in the appropriate row of the amount column.

Documentation

You will not be reimbursed unless proper documentation for each expense is provided. All documentation should be scanned, combined into a pdf. and attached to your non-employee reimbursement form. Here are some guidelines for what you may be required to provide depending on the method of payment:

- Personal Check: include a copy of the front and back of the check once it has cleared your account and been marked “cancelled” by the bank. This can be found as a pdf. via your online banking account.
- Credit card: always provide original receipts for each transaction. If the last four digits of your card aren’t on the receipt or if the form of payment is not clear on the receipt, you can attach a pdf. of the credit card statement for the transaction.
- Cash: Include original receipt
- Outside funding: Include a letter of support detailing the funding you were offered and a copy of the form of payment you received (i.e. front and back of award check).
- Mileage reimbursement: If you are being reimbursed for driving your personal car for a business purpose, you need to provide the amount spent in the “Ground Transportation” column of the “Daily Expense Amount” section. The reimbursable amount is 53.5 cents per mile for business miles driven (established by the IRS:<https://www.irs.gov/newsroom/2017-standard-mileage-rates-for-business-and-medical-and-moving-announced>). And finally, include a copy of a map with the route driven (i.e. a google maps route).

