

Office of Finance and Administration

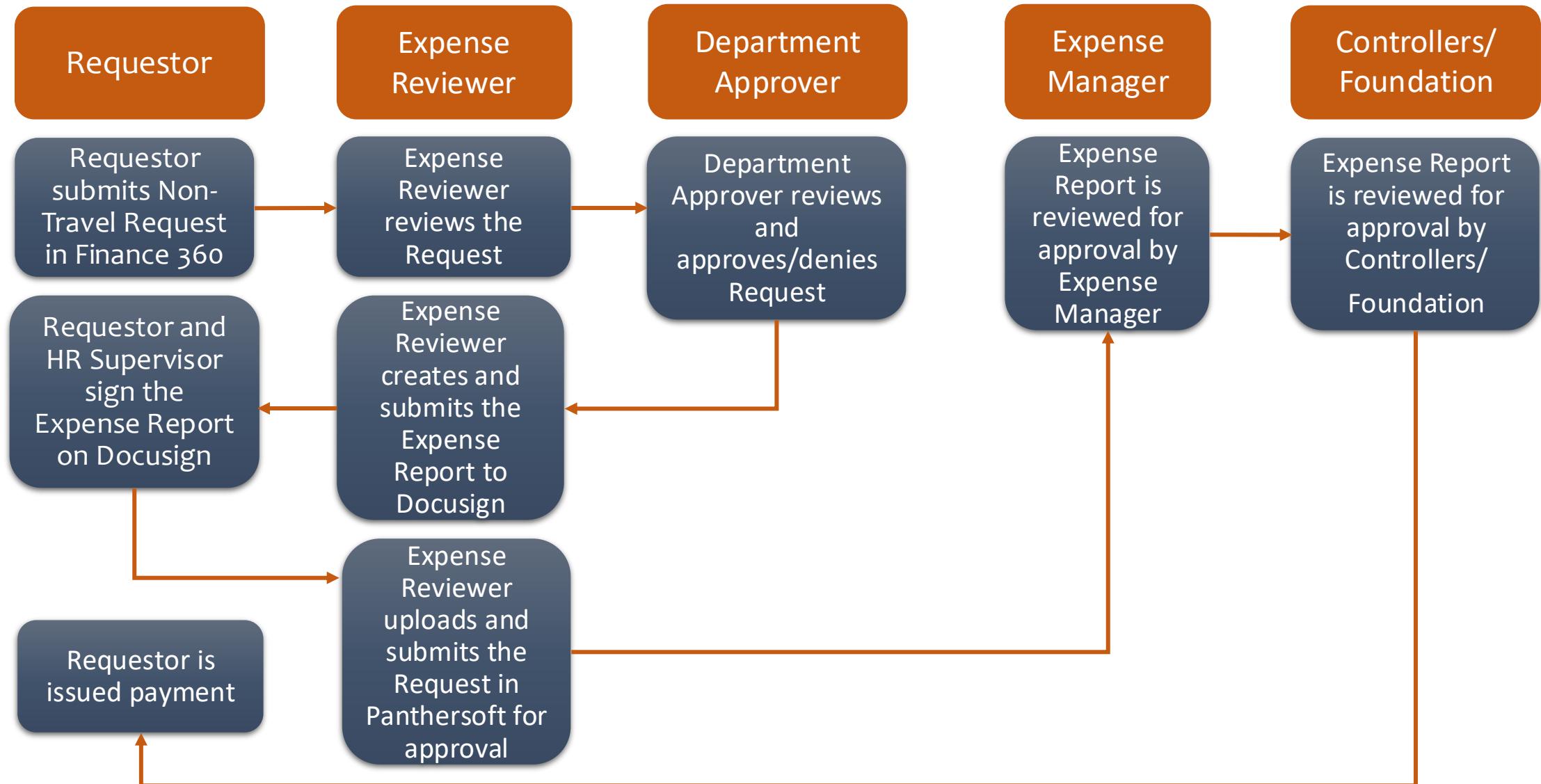
Finance Operations

Non-Travel Reimbursement Training



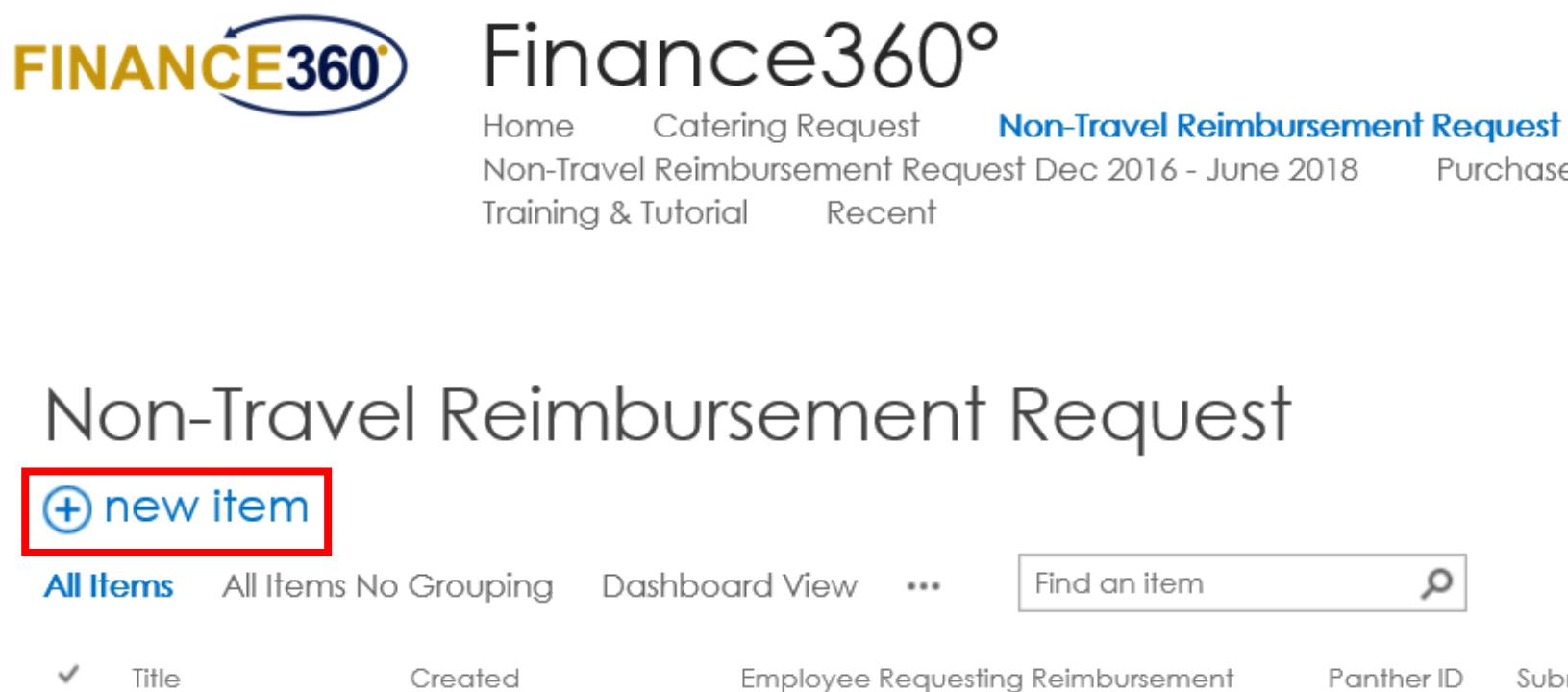
Herbert Wertheim College of Medicine
FLORIDA INTERNATIONAL UNIVERSITY

Non-Travel Reimbursement Process Review



Non-Travel Reimbursement Process Review

- All Non-Travel Reimbursement Requests must be submitted in Finance 360 under the Non-Travel Reimbursement Request section by clicking on “New Item”



The screenshot shows the Finance360 interface. At the top, there is a navigation bar with links for Home, Catering Request, Non-Travel Reimbursement Request (which is highlighted in blue), Non-Travel Reimbursement Request Dec 2016 - June 2018, Purchase, Training & Tutorial, and Recent. Below the navigation bar, the main title is "Non-Travel Reimbursement Request". Underneath this, there is a button labeled "+ new item" which is highlighted with a red box. At the bottom of the page, there are several search and filter options: "All Items" (highlighted in blue), "All Items No Grouping", "Dashboard View", "...", "Find an item" with a search icon, and columns for "Title", "Created", "Employee Requesting Reimbursement", "Panther ID", and "Subr".

Non-Travel Reimbursement Process Review

- Non-Travel Reimbursement Requests must be submitted no later than 5 days after the expense
- All requests must provide supporting documentation that includes:
 - Detailed receipt (itemized items)
 - Form of payment
 - Agenda
 - List of Attendees, their affiliations, and PIDs
 - Calendar Invite
 - Benefit to FIU

Non-Travel Reimbursement Process Review

- Types of Non-Travel Reimbursements are:
 - Meal Reimbursements
 - Party Supplies
 - Parking
 - Sympathy Gifts
 - Get Well Gifts
 - Birth
 - Employee Awards
 - Retirement Award
 - Gifts to Non-employees and donors
 - Food Items
 - Other supplies that are not office supplies

Non-Travel Reimbursement Process Review

- The Requestor must fill out the Non-Travel Reimbursement Form and attach all supporting documentation

Submitted by	Carolina Ochoa
Person for Reimbursement Name & Panther ID	[REDACTED]
Business Purpose / Benefit to FIU / Grant	Please process reimbursement for [REDACTED] for purchasing grocery bags for the food distribution as part of the food purchase funded by Green Family Foundation for NHELP household affected by unemployment during COVID19.
Funding Source	Foundation Project
Type of Event	Supplies
Attachments	<p>[REDACTED]</p> <p>2400140_S26.75.pdf</p> <p>ALDI REIMBURSEMENT - 6-2020.pdf</p> <p>ER 390791-S26.75_signed.pdf</p>
<p style="color: red; font-weight: bold;">Verify items below have been attached.</p> <p><i>* Please ensure all attachments are readable.</i></p>	
<p style="text-align: center;">Itemized Receipt / Method of Payment</p> <p style="text-align: center;"><input checked="" type="checkbox"/></p>	
Department Approver	Ileana Molina
Foundation Project/Activity/Grant Number	2400140
Requested Amount	\$26.75
Requestor Notes	

Non-Travel Reimbursement Process Review

- The Request will then be directed to the Expense Reviewer for approval

Expense Reviewer	
Decision	Ready for submission
Date	5/11/2020
Expense Reviewer Notes	

- After the Requestor submits the Non-Travel Reimbursement Request in Finance 360, the Request will be directed to the Department Approver for budget allocation

Department Approver	
Decision	Approved
Signature	ALopez
Date	5/12/2020

Non-Travel Reimbursement Process Review

- Expense Reviewer creates the Expense Report in PantherSoft Financials and uploads it to Finance 360 and DocuSign for the Requestor to review and sign

Expense Reviewer	
Created in PantherSoft	<input checked="" type="checkbox"/>
Expense Report Number	390467
Attach PantherSoft Form for Signature	CT invoice for Dr. Runowicz.pdf ER390467_C RUNOWICZ_2400270_\$575.pdf ER390467_C RUNOWICZ_2400270_\$575_signed.pdf PublicDocument.pdf reimbursement.pdf
Confirm Attached	<input checked="" type="checkbox"/>
Date	5/12/2020

Non-Travel Reimbursement Process Review

- Requestor and HR Supervisor review and sign the Expense Report



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PeopleSoft Expenses EXC4500

Expense Report

Employee [REDACTED]	Report 0000390791
Reference	Business Purpose Other



Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location
05/29/2020	Materials and Supplies			Out of Pocket	26.75 USD	1.00	26.75 USD
	ALDI						

Employee Expenses	26.75 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Employee	26.75 USD

I certify that the information provided above is an accurate record of expenses incurred.

	6/10/20
Employee Signature	Date

Requestor's signature

	
Approved By	Date

HR Supervisor's signature

Non-Travel Reimbursement Process Review

- Expense reviewer uploads the Expense Report signature page to Finance 360 once signed on Docusign.

Requestor	
Attach Signed PantherSoft Form	CT invoice for Dr. Runowicz.pdf ER390467_C RUNOWICZ_2400270_\$575.pdf ER390467_C RUNOWICZ_2400270_\$575_signed.pdf PublicDocument.pdf reimbursement.pdf
Confirm Attached	<input checked="" type="checkbox"/>
Date	5/15/2020

Non-Travel Reimbursement Process Review

- Expense Reviewer submits the Expense Report to the Expense Manager for approval

Expense Reviewer	
Attach Expense Reimbursement Form with Signature	<input checked="" type="checkbox"/>
Date HR Supervisor Signs PS Form	5/15/2020 <input type="button" value="Calendar"/>
Reimbursement Amount	\$575.00
Submitted in Panthersoft for Expense Manager	<input checked="" type="checkbox"/>
Date Submitted in Panthersoft for Expense Manager	5/15/2020 <input type="button" value="Calendar"/>
Expense Manager Approves	<input checked="" type="checkbox"/>
Date Expense Manager Approves in PantherSoft	5/18/2020 <input type="button" value="Calendar"/>

Non-Travel Reimbursement Process Review

- Controller/Foundation reviews and approves the Expense Report

Controller/Foundation Decision	Approved
Approved Amount	\$575.00
Controller/Foundation Decision Date	5/18/2020

- Once the Reimbursement Request is approved by Controllers, payment will be issued to the Requestor

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Raiza Osorno	05/15/2020 11:48:41AM
Approved	Expense Manager	Maria Pineda	05/18/2020 9:05:29AM
Approved	DSO Pre Audit	Elizabeth Corradino	05/18/2020 9:28:17AM
Approved	Project Manager	Elizabeth Corradino	05/18/2020 9:31:31AM

Submitted Carolyn Runowicz

Payment