

Non-Travel Reimbursements in EBS: effective January 4, 2011

In the new financial system, non-travel reimbursements will be processed in three different ways:

1. If a cash advance was not received:
Non-travel reimbursements (no cash Advance) will be processed via the Disbursement Voucher (DV) e-doc. See page 2 for instructions.
2. If a cash advance was received and the advance is to be closed out:
Non-travel reimbursements (close Cash Advance) will be processed via the Distribution of Income and Expense (DI) e-doc. See pages 3-4 for instructions.
3. If a cash advance was received and the advance is to be continued:
Non-travel reimbursements (continue Cash Advance) will be processed via the DV. See pages 4-5 for instructions.

For *all reimbursement related e-docs*, if the Fiscal Officer (FO) is the payee or the custodian/recipient of a Cash Advance, the e-doc must be ad hoc routed and/or approved by a FO delegate, a Dean/Assoc.-Asst. Dean, Director, Chair, or College-level budget officer.

Non-travel Reimbursements (no Advance): Effective January 4, 2011

In the new financial system, non-travel reimbursements (no Advance) will be accomplished via the Disbursement Voucher (DV).

In order for business expenses incurred by MSU employees (non-Advance) to be reimbursed, a *Reimbursement Worksheet* (RW) must be completed. Both the completed Worksheet and images of all receipts must be attached to the DV.

The *Reimbursement Worksheet* is very similar to the Reimbursement Voucher we currently use for non-travel reimbursements.

- When processing a reimbursement (non-Advance), select payment reason code "I" on the Disbursement Voucher (DV).
- The RW and all receipts must be attached to the DV.
- Receipts must be scanned following procedures for imaging:
http://archives.msu.edu/records/scanning.php?records_scanning.
- MSU employees must "approve" the DV for reimbursement. If the MSU employee is the DV initiator, this approval is completed upon submission of the DV. If not, the initiator must ad hoc route the DV to the employee and the employee must approve the DV before further routing will continue.
- MSU employees with payroll Direct Deposit will be reimbursed via Direct Deposit only.
- No ad hoc routing of the DV is necessary for non-employees. Also, if the non-employee was not already in the Vendor system, the individual must be added (Vendor Type is "SP - Special Payments") prior to creation of the DV.
- If the RW is incorrect, the DV will be disapproved by Accounting. A new DV must be created with all required attachments and submitted through the required workflow.
- The business purpose is documented on the DV and not on the RW.
- The total of the itemized expenses must match the total amount indicated in the Accounting Line section of the *Reimbursement Worksheet*.

Non-travel Reimbursements (close Cash Advance): Effective January 4, 2011

In the new financial system, the reporting of expenses and request for reimbursement related to a Cash Advance to be closed will be accomplished via the Distribution of Income and Expense (DI).

In order to account for expenses related to a cash advance, a *Reimbursement Worksheet* (RW) must be completed. The RW is used to justify the use of University funds advanced and to calculate any reimbursement or refund to MSU. Both the completed Worksheet and images of all receipts must be attached to the DI.

Three outcomes are possible when reconciling cash advances:

1. **The exact amount of the advance has been spent.** In this case, the RW and receipts are attached to the DI and submitted through the required workflow as outlined below. There will be no reimbursement or refund to MSU.
2. **MSU is owed money because the entirety of the advance was not spent.** In this case, the individual writes a check to MSU which is deposited (referencing the Advance Number) in the Cashier's Office, 110 Administration Building. The RW and receipts are attached to the DI and submitted through workflow as outlined below.
3. **The individual is owed money because the expenses were greater than the advance.** In this case, the RW and receipts are attached to the DI and submitted as outlined below. Once Accounting approves the RW and DI, Accounting will process a reimbursement for the balance due the individual. MSU employees with payroll Direct Deposit will be reimbursed via Direct Deposit only.

The Distribution of Income and Expense (DI) must contain the following information:

- The DI must reflect the amount of total expenses incurred and applicable accounting string information.
- The Advance Number, Name in which the Advance was issued, and the Name of individual to be reimbursed (if different) must be documented on the DI.
- Within the DI, the Accounting Line "From" is used to relieve the Controller's Office account of the advance expense. The Total from the RW must be recorded with the following account information:
 - Account Number: XZ052171
 - Object Code: 6173
 - Amount: Total from RW

- Within the DI, the Accounting Lines "To" must match the amount per the *Reconciliation Worksheet*. Expenses will be charged according to the information on the DI.
- The RW and images of all receipts must be attached to the DI.
- Receipts must be scanned following MSU procedures for imaging:
http://archives.msu.edu/records/scanning.php?records_scanning.
- MSU employees must "approve" the DI for reimbursement. If the MSU employee is the DI initiator, this approval is completed upon submission of the DI. If not, the initiator must ad hoc route the DI to the employee and the employee must approve the DI before further routing will continue.
- If the individual is not a MSU employee, no ad hoc routing of the DI is necessary.
- For accounts beginning with "RC" (grant accounts), Contract and Grant Administration must approve the DI. Therefore, the DI initiator must ad hoc route the DI for approval to the group "CGA Processor Level 1".
- If the RW or the DI is incorrect, the DI will be disapproved by Accounting. A new DI must be created with all required attachments and submitted through the required workflow.

Non-travel Reimbursements (continue Cash Advance): Effective January 4, 2011

In the new financial system, the reporting of expenses and request for reimbursement related to a continuing, open ended Cash Advance will be accomplished via the Disbursement Voucher (DV).

All custodians of open ended Cash Advances will be a Special Payments (SP) vendor in the new financial system in the format: Cash Advance – *Custodian Name*. This Cash Advance vendor must be used when processing a reimbursement of Cash Advance funds when the advance is to continue. The Cash Advance vendor will be created by the Accounting Office only – not departments.

As the intent here is for the custodian to direct the reimbursement immediately back into the department's cash pool, the Cash Advance custodian will be reimbursed via check, not direct deposit.

In order to account for expenses related to a cash advance, a *Reimbursement Worksheet* (RW) must be completed. The RW is used to justify the use of University funds advanced and to calculate the total reimbursement. Both the completed Worksheet and images of all receipts must be attached to the DV.

- When processing a reimbursement for a continuing cash advance, select payment reason code "R" on the Disbursement Voucher (DV).
- The RW and all receipts must be attached to the DV.
- Receipts must be scanned following procedures for imaging:
http://archives.msu.edu/records/scanning.php?records_scanning.
- Custodians must "approve" the DV for reimbursement. If the custodian is the DV initiator, this approval is completed upon submission of the DV. If not, the initiator must ad hoc route the DV to the custodian and the custodian must approve the DV before further routing will continue.
- If the RW is incorrect, the DV will be disapproved by Accounting. A new DV must be created with all required attachments and submitted through the required workflow.
- The business purpose is documented on the DV and not on the RW.
- On the RW, the total of the itemized expenses must match the total amount indicated in the Accounting Line section.