Job Aid: Non-Travel Employee Expense Reports

UMD Employees will use Concur to process Non Travel Employee expense reimbursements. **Expense reimbursements are expected to be rare**. UMD employees are to use one of the standard procurement or payment methods available to buy and pay for items needed for your work. These methods include purchasing cards (PCards), requisitions, Shell Shop, and travel cards (Tcards).

1. This applies to UMD Employees ONLY.
2. Receipts greater than 1 year old will not be reimbursed.
3. During the **summer term, only faculty on 12 month appointments can be reimbursed**. All other faculty must submit reimbursement requests when classes resume.
    a. The Comptroller of Maryland cannot process payments on summer appointments.
    b. Reimbursements follow the same deadlines as travel.
4. All purchases must be consistent with University and State policies, such as, but not limited to:
    a. Alcohol purchases cannot be reimbursed.
    b. Buying any hazardous materials is prohibited.
    c. All furniture purchases require an MCE waiver.
        i. Furniture includes anything available in the MCE catalog.
        ii. Furniture must be shipped to a campus address.
            1. Exceptions to the shipping rule are granted in writing by the AVP of Procurement and Business Services.
        iii. MCE Waiver and approved shipping waiver from Procurement must be uploaded to expense report.
        iv. Any furnishings of a home office will generally be disallowed.
        v. Buying furniture and expecting reimbursement should be avoided to the extent practical and will be scrutinized.
    d. Computers will require a TAG number to be included. Computers are considered DNCA and must be tagged and entered into ServiceNow. Purchasing a computer on an expense reimbursement is to be avoided and will be scrutinized.
    e. All items purchased for UMD work are to be delivered to a UMD address. Delivery to home addresses is prohibited by the State of Maryland.
5. Memberships are limited to 2 per year per policy. Concur will flag and prevent more than two.
6. Food/Hosting will not be processed as non-travel. You must submit food and hosting expenses using the Event Expense Report.

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A. Filling out a report

1- Go to Concur

2- Select Start a report

2- Select the Report Type: **UMD Non Travel Employee Reimbursement**. The Report Start Date and End Date should correspond to the date range of your receipts.
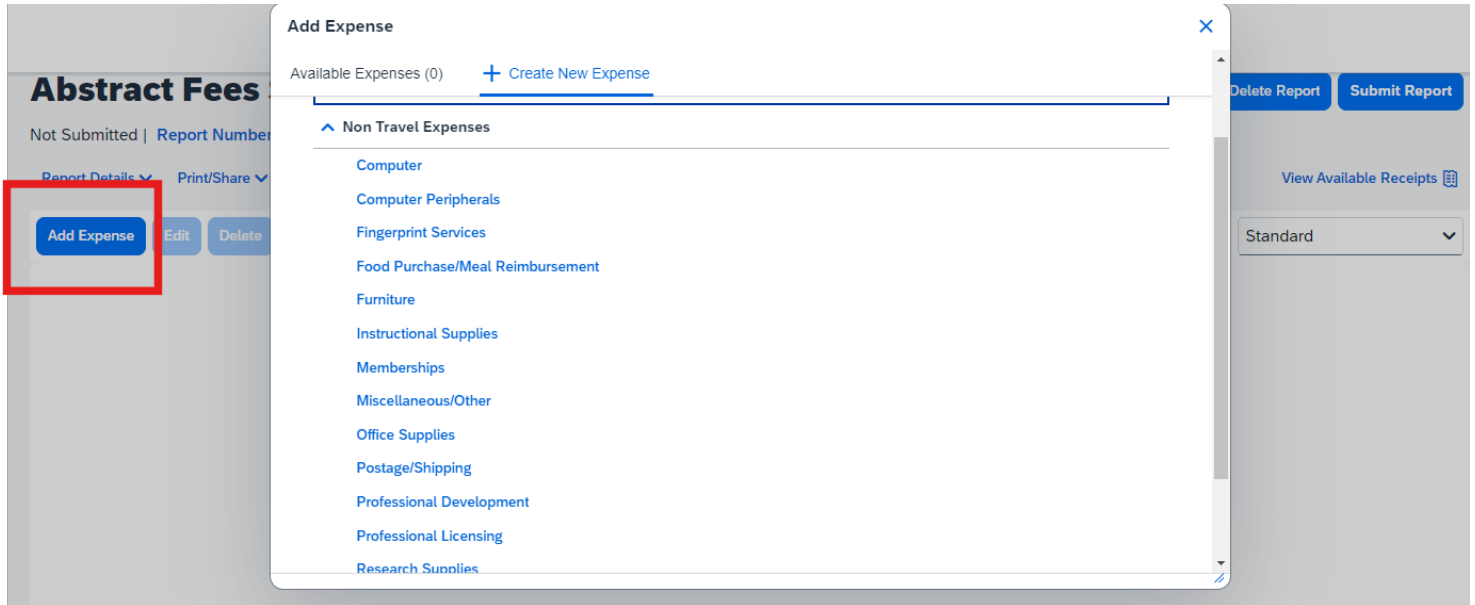

3- You will enter the following:
- Report Name- Try to be descriptive but concise.
- Report Start and End dates- These correspond to the date range of your receipts.
- KFS Account Number

4- Select "Create Report"

B. Adding Expenses to your Report

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1- You will select "Add Expense" and choose from the options provided.

2- Complete the Expense Fields.
- Transaction date must match date on receipt
- Add Purpose, Vendor Name, and Amount
- Comments box should be used to add as much information as possible about the purchase
- The comment box can also include why you did not use a different method of payment.
- Save expense when complete. Save and Add Another to add more.
- A receipt is required and must be clear and legible. A credit card statement will not be accepted in lieu of a receipt.

New Expense

Cancel | Save Expense

Hide Receipt

Details Itemizations

Receipt

⬡ **Allocate**

* Required field

Expense Type *
Research Supplies   ✕ ⌄

Transaction Date *
06/05/2024   📅

Purpose *
Abstract Fee for Major Research

Ship Location *
College Park, Maryland   ✕ ⌄

Enter Vendor Name
Major Research News

Payment Type *
*Paid by Employee   ⌄

Amount *
300.00

Currency *
US, Dollar (USD)   ✕ ⌄

Comment   59/500
Publisher required a personal check to ensure my identity.

↑
Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Save Expense   **Save and Add Another**   Cancel

3- Your expense report is now ready to submit.

Home / Expense / Manage Expenses / Abstract Fees

✔ Success! You have cleared all alerts on this report.

Abstract Fees $300.00

Delete Report | Copy Report | **Submit Report**

Not Submitted | Report Number: V2KV03

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   Travel Allowance ⌄   View Available Receipts 📄

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ⌄   View: Standard ⌄

☐	Comment↕	Receipt↕	Payment Type↕	Expense Type↕	Vendor Details↕	Date↓	Requested↕	
☐	💬	🧾	*Paid by Employee	Research Supplies	Major Research News College Park, Maryland	06/05/2024	$300.00	⋯
							$300.00	

C. Submitting the expense report.

1- Attest that these expenses are legitimate and not reimbursed from other sources.

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University of Maryland and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University of Maryland in full for those expenses.

Cancel   **Accept & Continue**

5- Ensure accuracy

Report Totals
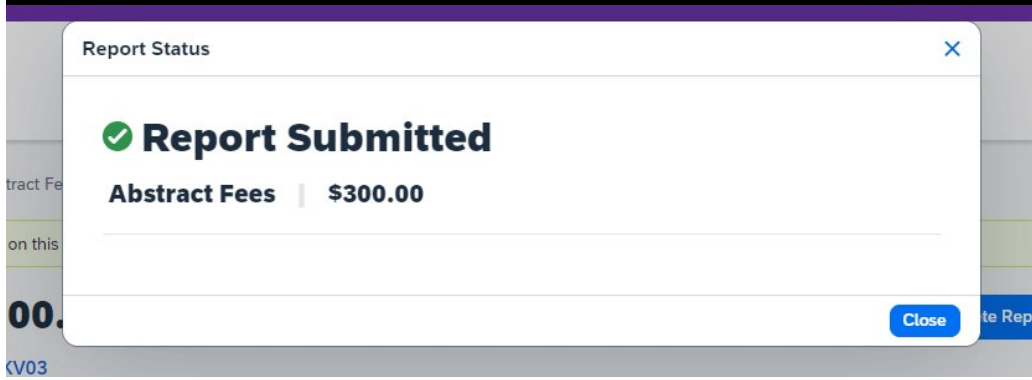
Company Payments
$300.00
Employee

Employee Payments
$0.00
Company

Amount Total:	Due Employee:	Owed Company:
$300.00	$300.00	$0.00
Requested Amount:	Total Paid By Company:	Total Owed By Employee:
$300.00	$300.00	$0.00

Cancel   **Submit Report**

6- Final

Report Status   ✕

✓ **Report Submitted**

Abstract Fees | **$300.00**

Close

D. Approval Path

Your expense report will route to your supervisor, fiscal officer, and principal investigator if on a sponsored account.

Once Approved, accounts payable will perform the final approval.

Once fully approved, the transaction will post in the financial system and you should expect payment in the next pay period.