EXAMPLE:

Prior Approval Required: See Lisa Shaw

**Non-Travel Employee Reimbursement Request**

Show Help For All Fields Hide Help For All Fields

Use this form to request employee reimbursement for Non-Travel related purchases.

Top of Form

**Non-Travel Employee Reimbursement Request:**
**This form should be used to request support from your SSC Finance Partner in seeking reimbursement for non-travel related purchases for KU employees.**

**As part of this process, the system will work after submission to obtain approval from a person authorizing the reimbursement. The workflow will also reach out to the employee for an expense acknowledgement if the request is being submitted on their behalf. All approvals/acknowledgements must be completed prior to the Finance Shared Service Center (SSC) processing the request in Concur.**

**Be prepared to submit any relevant documentation using the attachment field at the conclusion of this form.**
***\*\*All files must be saved in the same folder location. Hold down 'ctrl' on your keyboard to select more than one file together.\*\****

**Once your request and the subsequent approval/acknowledgement workflow has been completed, it will be routed to the appropriate SSC Finance Partner.**

**You will be contacted if/when additional information is required.

Once submitted, you may view the status of your ticket(s) by visiting:**[Ticket Requests (ku.edu)](https://services.ku.edu/TDClient/631/Portal/Requests/TicketRequests/)

Non-Travel Employee Reimbursement Title

Please think of this field as the subject line of an e-mail & provide a brief description of the nature of this request.

Your SSC Finance Partner(s) may alter the title of your ticket at any point in its life cycle to better reflect internal naming conventions.

Requestor [View Profile](https://services.ku.edu/TDClient/631/Portal/People/Details?ID=3caf811f-bbea-eb11-a7ad-dc98408d86b2)

This is an individual that is listed as the person asking for service detailed within the ticket. If used as a filter in a report, the filter allows for a lookup search.

Bottom of Form

Requestor

Requesting Unit/School/Department

The Requesting Unit/School/Department field auto-populates based on the requestor's principal HR description. Use the next field to confirm or provide the more specific description.

Requesting Unit/School/Department

From the list below, please select the affiliated Unit/School/Department this request pertains to:

There are instances where the 'Requesting Unit/School/Department' value does not fully capture the specifics necessary for triaging of tickets.

Example 1: CPPR would have a principal HR description of Achievement & Assessment Institute above, so CPPR would be selected here for more specificity.

Example 2: You are submitting a ticket on behalf of a different department than your own (School of Business admin submitting on behalf of School of Engineering; School of Engineering would be selected here).

To assist with ticket triage, be sure to specify the Unit/School/Department this request pertains to. This may end up being the same value as displayed in the 'Requesting Unit/School/Department' field above.

If your Unit/School/Department is not listed, select 'Unit Not Listed', then list below.

From the list below, please select the affiliated Unit/School/Department this request pertains to:

Does your ticket have a transaction that includes funding from multiple Units/Schools/Departments?

Applicable only if a transaction includes funding from separate campus units/schools/departments (e.g. School of Engineering & School of Business).

Does your ticket have a transaction that includes funding from multiple Units/Schools/Departments? Yes No

Additional Ticket Contact(s)

IMPORTANT: To interact with a ticket (e.g., comment, add attachments, respond to system generated responses)--or have visibility under View Ticket Status--a person must be added as an Additional Contact if not the Requestor.

Please list any additional contact(s) that would need visibility to ticket request after this form is submitted (e.g., PI, Fund Approver, Admin, Dept. Chair, etc.).

You DO NOT need to add your SSC Contact as your ticket will be triaged to them.

If necessary, use the magnifying glass to search for your contact by KU Email Address or First and Last Name.

* Additional Ticket Contact(s)

Creator Status

Creator Status

I am submitting the ticket on behalf of the KU employee

I am the KU employee seeking the reimbursement

Supplier Name(s) & Purchase Amount(s)

Provide supplier name and purchase amount for all receipts attached.

If submitting multiple receipts, separate this information line-by-line.

Example:
Wal-Mart $15.35
Lowes $22.85
Target $220.34

Business Reason/Justification for Purchase

Provide business reason/justification details.

Additionally, if any part of this request is hospitality related (includes food or beverage) you must also:

1. Complete & attach the KU Hospitality Form: [https://kansas.sharepoint.com/:b:/t/fsrc/ET-0rszjGedLj\_Ma8S1QinYBSlMAHsx8y52muSHC8bHsZw?e=vcw1dc](https://kansas.sharepoint.com/%3Ab%3A/t/fsrc/ET-0rszjGedLj_Ma8S1QinYBSlMAHsx8y52muSHC8bHsZw?e=vcw1dc)

OR

2. Provide the following additional information in your justification details:

Name of Function
Contact's Name (if not yourself)
Contact's Phone Number
Total # of Attendees
# of KU Employees (active employment at time of expense)
# of KU Students (non-employed; enrolled at time of expense)
# of Non-KU Attendees [e.g., Candidate, Guest Lecturer, etc.] (do NOT include family member expenses)

Funding Source(s)

Provide all applicable fund and cost center information, including instructions for split-funding. If applicable, provide the appropriate CF1, reimbursable (KUEA Account #), and Project Number(s).

If you are unsure of what the cost center, fund, CF1, KUEA Account #, or Project Number is, please give us as much information as possible about the source of this funding including best point of contact should we need additional details.

Does this request involve split-funding a project with other funding sources? [KURES Only]

Does this request involve split-funding a project with other funding sources? [KURES Only] Yes No

Additional Info

Provide any additional details relevant to this request.

Form Enhancement Feedback

Feedback received in the form field below will be monitored and reviewed by the Finance Service Portal Admins; however, you will not receive a direct response related to this feedback.

To correspond with the Finance Service Portal Admins related to feedback or support, please submit a Support Form: <https://services.ku.edu/TDClient/631/Portal/Requests/ServiceDet?ID=9869>

Attachment(s)

Be sure to include ALL relevant attachment(s) that pertain to your entire request after all relevant fields are completed.

Notes:

Files must be saved in the same location. To add multiple attachments: hold down ‘ctrl’ on your keyboard while using your cursor to select all applicable files.

The file-size limit for content uploaded during ticket submission is 50MB.

**Submitting Your Request

Please click "SUBMIT" below to submit your request to the Finance Shared Service Center.**