https://services.ku.edu/TDClient/631/Portal/Home/Top of Form

Prior Approval Required-See Lisa Shaw

**Non-Travel Employee Reimbursement Request**

**IMPORTANT:**

**Beginning 9/1/24, the old PDF NTER form will no longer be accepted.**

If you or your department have been submitting NTERs using the ‘Something Else’ choice under the I would like to: options of the SSC Finance Request form, then effective 9/1/24 your SSC contact will cancel the ticket and direct you to submit the appropriate TDX NTER form.

If you or your department have been using the TDX NTER form successfully, we appreciate your diligence in the process. **As a reminder**, only the receipt(s) and other applicable supporting documentation need to be attached to your ticket. Attaching the old PDF NTER form does not bypass the required workflow approval steps that will still need to be completed before the ticket is triaged to your Finance SSC accounting specialist.

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.

**REMINDER**: The Non-Travel Employee Reimbursement Request (NTER) form should **NOT** be used for travel-related expenses and/or p-card reconciliation.

* For travel-related expenses (conference registration [includes VIRTUAL conferences/webinars], airfare, mileage, hotel, travel-related supplies, etc.) and p-card charge reconciliation, please use the [SSC Finance Request form](https://services.ku.edu/TDClient/631/Portal/Requests/ServiceDet?ID=9859).

[Submit a Non-Travel Employee Reimbursement Request](https://services.ku.edu/TDClient/631/Portal/Requests/TicketRequests/NewForm?ID=INUTzypziLI_&RequestorType=Service)