

ACCOUNTS PAYABLE NON-EMPLOYEE BUSINESS AND TRAVEL EXPENSE REQUIREMENTS

THIS IS IMPORTANT INFORMATION THAT WILL ASSIST DEPARTMENTS AND ACCOUNTS PAYABLE. WE ARE EXPERIENCING EXTREMELY HIGH VOLUME OF NON-EMPLOYEE TRAVEL EXPENSE REJECTIONS – PLEASE READ ALL THE REQUIREMENTS

WHAT IS REQUIRED ON THE NON-EMPLOYEE EXPENSE REPORT?

- Payee's name and address
- Relationship to Institution
- Purpose of Trip – Detailed Business Explanation
- Business Meal Attendees, etc.
- Date – first date of travel or date expense was incurred (travel should be listed in date sequential order)
- Location – City traveled to and from location destination
- Mileage
- Lodging
- Meals
- Itemized expenses – Airfare, Parking, Registration, etc. ***Listed individually as we match receipt to expense amount.***
- GL, cost assignment and dollar amount
- Multiple page expense reports should be numbered and a final total documented on the last page
- Authorized signature, email and contact information
- **DOCUMENT NUMBER** – once the expense report is entered in SAP and saved, note the document number at the top of the non-employee expense report

WHAT IS REQUIRED WHEN I ENTER THE SAP FV60 ONLINE PAYMENT NON-EMPLOYEE TRAVEL DOCUMENT?

- Vendor Field – “NONEMPTRAV” or an actual payee vendor number if foreign
- Invoice Date Field – first date of travel as listed on the expense report
- Reference Field – Last name **space** First name – **no comma (Required for internal controls to avoid possible duplicate payment)**
- Amount – total amount of the expense
- Text Field - * Asterisk is required followed by payment description which prints on the check so the payee can identify the payment
- GL, dollar amount, Cost assignment
- Address – Complete name, address and zip code is required. The name in the address box should be entered first name then last name. The name and address entered here appears on the actual check.
- Information entered on the SAP document must match the information on the non-employee expense report.

WHAT SUPPORTING DOCUMENTATION SHOULD I ATTACH TO THE SAP NON-EMPLOYEE DOCUMENT?

- Completed non-employee travel expense report with authorized signature

- Proof of payment is required for all expenses \$75.00 or greater
- Mileage log or mileage validation for mileage expense (map quest, google, etc.) and the correct mileage rate should be selected based on the year the travel took place
- Airfare receipt should display air class – economy, business class, etc. as well as payment method
- Hotel folio for lodging expense with payment method
- ****ATTACHMENT SHOULD BE ATTACHED AS ONE PDF FILE****

WHAT SHOULD THE DEPARTMENT APPROVER REVIEW PRIOR TO APPROVING THE NON-EMPLOYEE EXPENSE REPORT?

- **ALL OF THE ABOVE.** Documents not meeting the criteria outlined above will be rejected back to the department for correction.

*****NOTE A THREE WAY MATCH IS DONE FOR INTERNAL CONTROL PURPOSES TO AVOID DUPLICATE PAYMENT. THE THREE WAY MATCH CHECKS THE VENDOR NUMBER FIELD, REFERENCE FIELD AND THE INVOICE DATE. *** A/P must reject the document for correction if these fields are not entered correctly. *****

Here is the website where you can find written instructions on the [Non-Employee Payment Process](#)

https://finance.jhu.edu/forms_library/list_forms_library.html - look under Forms – Travel Information - Non-Employee Payment Process.

[Training Video Link - http://ssc.jhmi.edu/accountspayable/tv.html](http://ssc.jhmi.edu/accountspayable/tv.html) - Non-Employee Expense Reimbursement Process

Questions can be directed to any staff person in the A/P travel unit.