

Non-Employee Expense Reports

Expense reports for non-employee suppliers.

Expenses can now be entered for individuals who are not University employees via the Internet Expenses application. There are two requirements for this access. The first is delegate access to the “Non-Employee, Payment” person. The second is that the supplier/individual payee must exist in the PRISM system. If the supplier does not exist, a request form is provided within the Internet Expenses application. All new payees are required to complete an IRS W-9 form before they can become a supplier/payee in the PRISM system.

Enter a Non-Employee Reimbursement

1. Open the Expenses Home Page and click the Create Expense report button.

Create Expense Report: General Information

* Indicates required field

Name: Non-Employee, Payment (148179) ← Expense Template: Other Payment Request
* Department: 02070 ← * Purpose: reimburse expenses

Reimbursement Currency: US Dollar

University Prepaid Expenses and Non-Employee Expense Reimbursements

* Supplier Name: HLL TEST ←
* Supplier Site: PITTSBURGH-1 ←

✓ TIP University PCards can be used to purchase Airfare.

Non-Employee Reimbursement Requests

In order to reimburse individual not employed by the University, a supplier record must first be established for that individual. If you cannot find the individual in the Supplier listing, please have a W-9 form completed for the payee.

The completed W-9 can be faxed to 412-648-0348 or emailed to PaymentProcessingCS@cfopitt.edu. Click [HERE](#) to go to the IRS W-9 Form. ←

Save Cancel Step 1 of 4 Next

2. In the *Name* field, select **Non-Employee Payment (150953)**.

- When this payee is chosen, the template will automatically change to **Other Payment Request** and fields for the supplier information will be displayed.

3. Select *Supplier Name* from List of Values.

- The *Supplier Name* is the name of the individual who will be receiving reimbursement. The name will always appear as Last Name, First Name (Smith, John). The supplier number is also displayed in the event that there are multiple individuals with the same name. Please contact Payment Processing or the PRISM Help Desk if you are unsure of the correct name.
- If the supplier is not available in the list of values, a W-9 form must be submitted to Payment Processing. The request form with the W-9 can be obtained from the link provided on the page. Payment Processing will send an email confirmation when the supplier is entered in PRISM.

Non-Employee Expense Reports

4. Select *Supplier Site* from List of Values.
 - The supplier site is the address of the individual that is being reimbursed. The payment will be mailed to this address.
 - To see all of the addresses available, click the List of Values icon (magnifying glass) and then click the Go button.
 - If the address has changed or is not displayed, please use the *Contact Us* link in Internet Expenses to send an email to Payment Processing Customer Service to have the address updated. If the supplier does not have a current W-9 on file, you may have to provide an updated W-9.
5. Click the Next button and continue entering expenses and submitting receipts following the standard procedures for on-line expense reports. The confirmation page and receipts should still be faxed/emailed to 412-648-0400 or inbc01@pitt.edu accordingly.
6. Once submitted, the expense will appear in the Track Expenses section with the Non-Employee, Payment name. When Payment Processing approves the expenses, the name will be updated to the Payee Name/Supplier Name.
7. The individual payee will not need to approve this expense on-line. When the expense report is submitted, the expense will automatically be routed to the preparer's designated approver. The approver will be able to view the payee name via the Expense Report Details link provided in the approval notification request. Approvers will also be able to view receipts on-line following the same procedures as they do today for employee expense reports.

If you have any questions regarding on-line expense reimbursements for non-University employed individuals, please contact Payment Processing Customer Service (paymentprocessingcs@bc.pitt.edu) or Heather Lego (hlego@pitt.edu).