

## Accounts Payable Reimbursement FAQs

1. What exactly IS a **Non Travel Reimbursement**?
  - The **NON TRAVEL REIMBURSEMENT** is being introduced on 10/1/2008 and is to be used for reimbursement of an item or business food purchase outside of a travel related event. This would typically include local business meals, emergency supplies, etc.
2. **Why** are you adding this option?
  - Accounts Payables is adding this option to more clearly define the various "Payment Request" options for our customers.
3. How do I request reimbursement for an item or food for business purchased locally?
  - The **NON TRAVEL REIMBURSEMENT!**
4. How do I get reimbursed for **expenses not related to travel** and approved by my supervisor while in the course of my position at CWRU?
  - A Non Travel Reimbursement must be submitted to Accounts Payable
5. What does my **Non Travel Reimbursement** need to include?
  - **Non Travel Reimbursements must include the following:**
    - **Original detailed receipts**
    - PeopleSoft **Payment Request/Non Travel Reimbursement** completed in full, printed, signed but both Employee and Supervisor
6. Is this replacing a current form in PeopleSoft?
  - No. The **Non Travel Reimbursement** is a **new process and form** within PeopleSoft. You typically probably used a straight Payment Request in the past. Payment requests are now limited to non employees and limited vendors
7. **Where** do I send all of my completed paperwork for my Non Travel Reimbursement once it is approved and authorized by my supervisor?
  - The Payment Request/Non Travel Reimbursement and original detailed receipts should be forwarded to **Accounts Payable, Cedar Avenue Service Center (CASC), Location Code 4909**
8. So, what is considered an expense related to travel then?
  - **Typical travel expenses** would include airfare, hotel, transportation such as cabs, rental cars and shuttles, mileage, food while on a trip for CWRU business,
9. How do I get reimbursed for **expenses related to travel** performed and approved by my supervisor while in the course of my position at CWRU?
  - A travel reimbursement must be submitted to Accounts Payable.

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10. What does my Travel Reimbursement need to include?

**Travel Reimbursements must include the following:**

- Completed **Statement of Travel** signed by both Traveler/Employee and Supervisor
- **Original detailed receipts**
- PeopleSoft **Payment Request/Travel Reimbursement** completed in full, printed, signed but both Traveler/Employee and Supervisor

11. Where do I find information on the University's Travel Policy?

- All information on Case Western Reserve University

**Travel Policy** can be located at

<http://www.cwru.edu/finadmin/security/travel/>

12. Where do I send all of my completed paperwork for Travel reimbursement once it is approved and authorized by my supervisor?

- The Statement of Travel, Payment Request/Travel Reimbursement and original detailed receipts should be forwarded to **Accounts Payable, Cedar Avenue Service Center (CASC), Location Code 4909**

13. **How long** does the Non travel or Travel Reimbursement take for me **to receive**?

- After all paperwork is signed, approved and forwarded to Accounts Payable for processing, it normally **takes three business days** for reimbursement.

14. How will I receive my reimbursement?

- Your reimbursement will be **direct deposited** into the Bank account you have selected in your PeopleSoft HCM profile on or about the 3<sup>rd</sup> business day after it is processed.

15. **How will I know** that Accounts Payable has **processed** my Non travel or Travel Reimbursement?

- You will receive an **automated email** from [achreim@case.edu](mailto:achreim@case.edu) to your CWRU email account notifying you that the deposit is being made. You should, however, check with your banking information to confirm the deposit.

16. Who should I contact if I have questions on the process or status of a reimbursement?

- Contact [customercareteam-pds@case.edu](mailto:customercareteam-pds@case.edu) with any questions.