Visitor Travel & Entertainment (Visitor/Non-University Employee)

**Identify Need**

- All expenses must be agreed upon and pre-authorized between individual and dept./school

**Process Service**

- Is the individual a non-resident alien receiving both payment for a speaking engagement/consulting and reimbursing expenses?  
  - NO
  - YES

- Is this expected to be the only reimbursement for this individual or is the individual a non-resident alien?  
  - NO
  - YES

**Applicable Policy/Training Notes**

- Travel Policy for Non-University Personnel
- Purchasing Policy: Item AS: Non-travel reimbursements – Advancing Personal Funds
- Human Resources: Payroll Non-Resident Policy and Forms
- Financial Policies and Procedures: Visitor's Expense Reimbursements
- Finance, Facilities, and Research Administration Training
- Add/Update Vendor

**Individual**

- Individual provides a completed Visitor’s Expense Report and receipts. If first time submitting expense, completes an IRS Form W-9

**Add Vendor**

- Add Vendor using Vendor Add/Main-tenance in NUFinancials and choose Refund/Reimbursement vendor type (one-time vendor code); attach Visitor’s Expense Report

**Sponsored Chart String?**

- YES
- NO

**Principal Investigator Approves**

**Submit to ASRSP for approval**
Visitor Travel & Entertainment (Visitor/Non-University Employee)

Purchased Travel:
- Dept./school approves the paper form. For sponsored projects, the PI must sign as well.
- Create Online Voucher in NUFinancials (type: Visitor’s Expense Report) and attach the scanned Visitor’s Expense Report and receipts.
- Approver approves the Online Voucher in NUFinancials.
- Sponsored chart string? 
  - YES: Online Voucher is routed to ASRSP for approval.
  - NO: Routed to Accounts Payable for approval; check is cut and mailed to individual.

Pay for Service:
- Submit to Payroll, who cuts a check and mails to dept./school.
- Dept./school sends check to individual.

Financials Policies and Procedures
Travel Reimbursements
Finance, Facilities, and Research Administration Training: FMS832 Online Vouchers (Payments Tab)

Finance, Facilities, and Research Administration Training: FMS803 Requester Basic Topics (Purchasing Tab)

- Process Map created in partnership between HR Learning & Organization Development, Financial Operations, and Accounting Services, Purchasing Resource Services, Accounts Payable, and Accounting Services for Research and Sponsored Programs.
- Please share your feedback about this Process Map by completing a brief survey.