The September 2015 BRC Blast of the Month

A few quick notes on non-employee reimbursements (NERs)

Who are "non-employees"?

For the purpose of a travel reimbursement, a non-employee is an individual traveling on official University business, who does not have a UCOP employment appointment or a University employee ID, and thus cannot be registered in Express. Examples of non-employees include:

- Consultant or contractor working in a UCOP office
- Guest speaker
- Recruitment candidate
- UCOP employee who has separated
- Students
- UC Regent or Regent-designate
- Other UC location faculty and staff

What you should know about non-employees who travel on University business:

- Non-employees are required to comply with the same UC travel policy and documentation requirements as an employee traveler with the exception of commuting costs for mileage. Commuting costs should not be deducted from the mileage expense for non-employee travelers.
- Departments can book travel reservations for non-employees in Connexxus as a "Guest Traveler" to allow them to receive all benefits and obtain the same contract rates that are available for UC employees. Please see the attached link to Connexxus to book travel reservations for non-employees at http://www.ucop.edu/business-resource-center/services/travel-connexxus/connexxus-non-employee.html.
- The airfare can be direct-billed to the department, so the traveler is not out-of-pocket for this expense by requesting a Pre-Trip Authorization (PTA) number through the BRC Travel & Entertainment Team email box at BRCTravelAndEnt@ucop.edu.
- The traveler's personal credit card will be required if booking a reservation for lodging, rental car, ground transportation and parking.

Where to find the NER form:

Check out our new NER form at http://www.ucop.edu/business-resource-center/_files/non_emptravreimb.pdf.

What you need to know to process non-employee reimbursements in Express:

- Preparers create the travel report in their own accounts; not as proxy.
- Preparers select "Non-Employee Reimbursement" for the *Purpose* field.
- Preparers enter individual's full name, company and affiliation, and mailing address information; be sure address details are correct as the reimbursement check will be mailed via US Mail
- Non-employee reimbursements go directly to the Reviewer's Express queue once you have submitted them in Express, i.e., the traveler does not approve them in Express.

Please contact us for questions or assistance with preparing non-employee travel reimbursements for payment.

YOU CAN REACH US AT:

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Past BLASTS are at http://www.ucop.edu/business-resource-center/policies-and-guidance/guidance/brc-blasts.html