

NON-TRAVEL REIMBURSEMENT



UNDERSTANDING THE NON-TRAVEL REIMBURSEMENT (NTR)

The Non-Travel Reimbursement process uses the same pages and workflow approvals as Expense Reports for travel. Any NTR must remain separate from travel reimbursements.

Non-Travel Reimbursements are for situations where a faculty/staff member needs to pay for materials from their personal funds with the expectation that they will be reimbursed for the purchase. This was necessary during the COVID-19 pandemic/lockdown and should currently be used in moderation. It is recommended that departmental Pcards be used whenever possible for items as office supplies, allowable software subscriptions and any general items to be used in the course of the regular business of the department. Once the university pays for an item/service/etc it becomes property of the university.

Any items that have an established process to purchase, such as equipment of any kind, furniture, guest speakers, and such, will not be allowed to use the NTR process listed here. The employee will need to fill out an A-19 invoice form, include the receipts and any other documentation, and submit a requisition.

For more information regarding Purchasing, please visit the Purchasing website: <https://www.cwu.edu/about/offices/contracts/purchasing/Purchasing-Training-Guide.php>.

For more information regarding contracts, please visit the Contracting website: <https://www.cwu.edu/about/offices/contracts/contracts/index.php>.

Required documentation:

Receipts - will need to be detailed and indicate who made the payment. If the receipt includes the cardholder's name along with the last 4 digits of the card, that will be sufficient. If, however, just the last 4 digits of the card are all that are shown, verification of the cardholder will be needed. Using an account with your name on it, does not verify that it was your card that was used. This follows along with the requirements for travel receipts. Please contact the AP/Travel Manager at x1986 if you have additional questions.

Reimbursement for food items – all food items purchased will need to have a [CWU Light Refreshments & Meals Pre-Approval Form \(meal memo\)](https://www.cwu.edu/about/offices/contracts/resources/light-refreshmentsmeal-reimbursement-process-non-travel-related.php). This should be filled out and signed prior to the purchase of any food items per event. For more information, please visit the Light Refreshments and Meal Reimbursement Process website: <https://www.cwu.edu/about/offices/contracts/resources/light-refreshmentsmeal-reimbursement-process-non-travel-related.php>.

If there will be a reoccurring event requiring food, please contact the AP/Travel Manager at x1986, to discuss using the form once for all events.

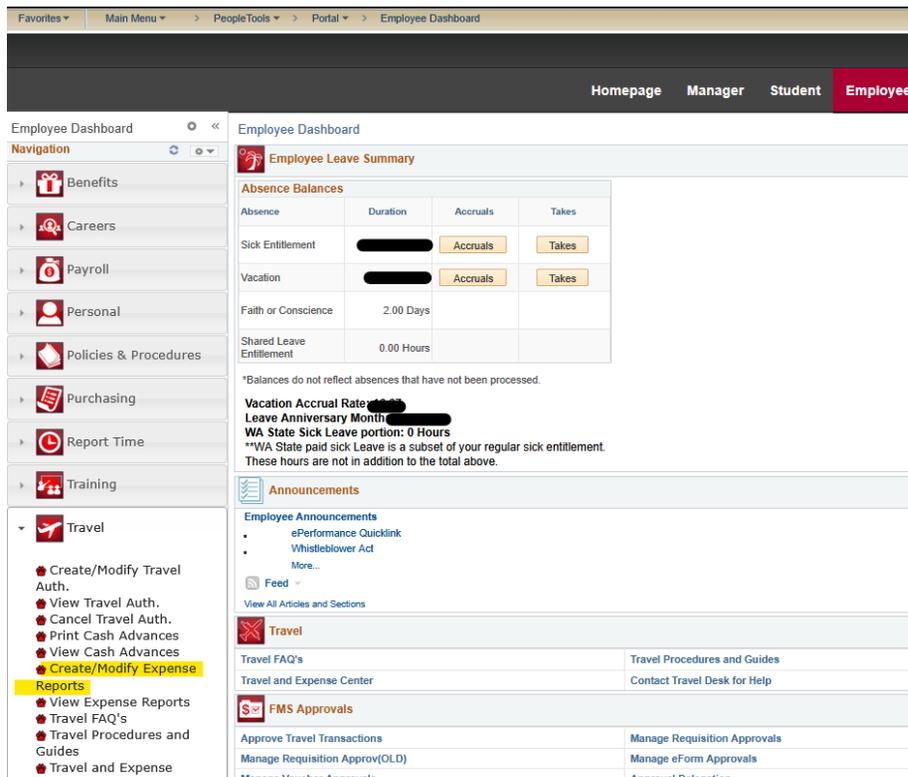
Itinerary – will also be required for reimbursements related to interview candidates.

Agendas – will also be required for meals and/or refreshments with meetings.

This uses the same pages in MyCWU as the Travel Expense Report:

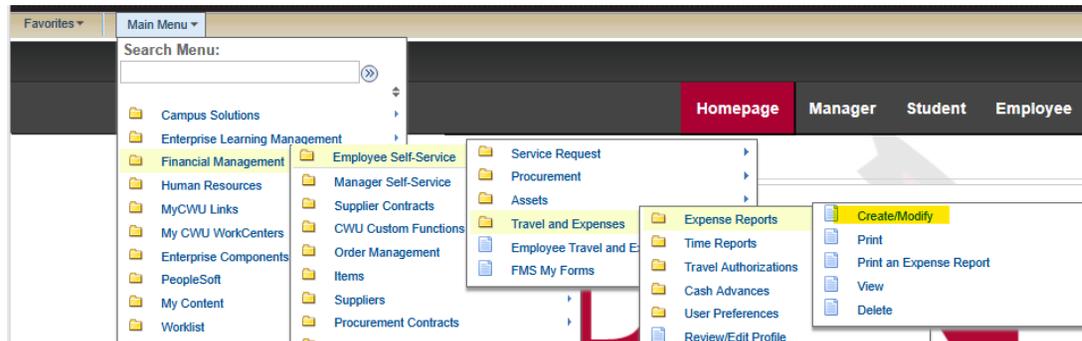
Click on the Employee Tab.

From the menu on the left side of the page, select Travel – Create/Modify Expense Report

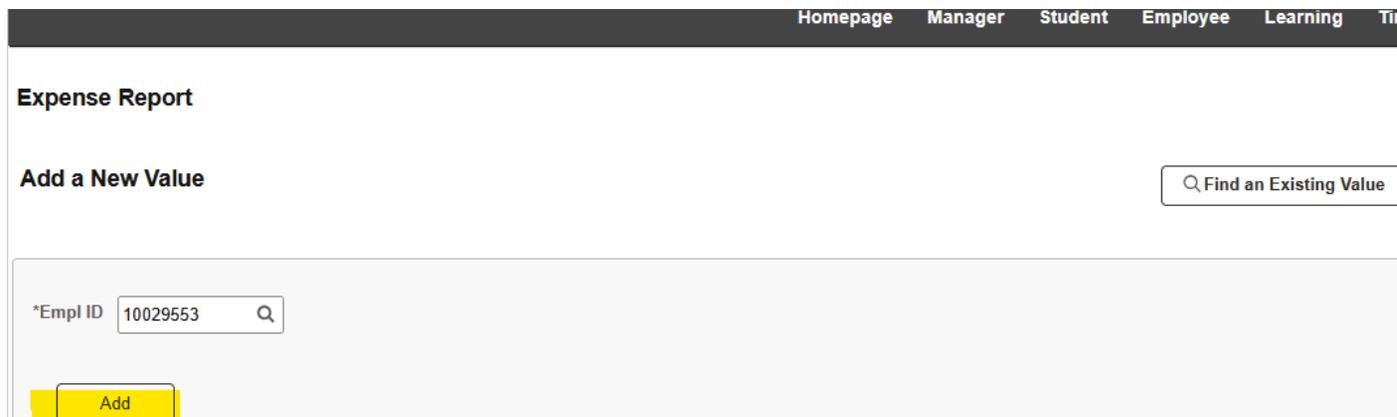


OR, you can Navigate from:

Main Menu > Financial Management > Employee Self-Service > Travel and Expenses > Expense Reports – Create/Modify



From both of those, you will be at this screen. Click the Add button:



Fill out the form as follows:

Business Purpose – **Other**

Report Description – should include “**NTR**”.

Request Type – **Non-Travel Reimbursement**

Date – for any kind of meals/snacks it should be the date of the event. For all others, it’s the date of purchase.

The screenshot shows a reimbursement form with the following fields and values:

- Business Purpose:** Other-Specify in Description
- Report Description:** NTR- snacks for study night
- Default Location:** Ellensburg, WA
- Request Type:** Non-Travel Reimbursement (highlighted with a red box)
- Departure Date:** 06/04/2025
- Return Date:** 06/04/2025
- Official Station:** Ellensburg Campus
- Official Residence:** Ellensburg

The **Expenses** section shows a table with the following entry:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/04/2025	NonTravel-Lite Refreshments	Ice cream	Personal Funds	20.03	USD

Additional details for the expense entry:

- Billing Type:** Non-billable
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 20.03 USD

In the amount section – if there is more than one receipt, create a line for each. This will help ensure that there are no math mistakes and it will easily tie to the backup/receipts.

Enter the speedkey:

Expand the Accounting Details section by clicking on the gray arrow.

Then click on the magnifying glass in the Speedkey box:

The screenshot shows the 'Expenses' form with the 'Accounting Details' section expanded. The 'Speed Key' field in the 'Chartfields' table is highlighted with a magnifying glass icon, indicating it is the focus of the instruction.

Amount	*GL Unit	Speed Key	Account	Fund	Dept	Program	Project	Component	Oper U
20.03	CWUID		53325		211700				

Type in your speedkey as if you are searching for it:

The 'Look Up Speed Key' dialog box is shown with the 'SpeedChart Key' field containing '480270'. The search results table shows three entries, with the first one, '4802700001', highlighted in yellow.

SpeedChart Key	Description
4802700001	148 - Douglas \ Spec
4802700002	149 - Douglas \ Inst
4802700003	147 - Douglas\Director Startup

After you select your speedkey, you will then be back at the Expense Report screen.

Scroll to the top of the page, and click on the “Attachments” link

Lisa Saucier

* Business Purpose

* Report Description

Reference

Default Location

Actions

Attachments

Here is where you will upload the receipt, meal memo (if applicable) and payment verification (if needed):

Expense Report Attachments

Report ID NEXT [Help](#)

Details

1-3 of 3 | [View All](#)

File Name	Description	User	Name	Date/Time Stamp	
light-refreshments-meal-approval-form_10.19.23.pdf	<input type="text"/>				<input type="button" value="-"/>
Receipts.pdf	<input type="text"/>				<input type="button" value="-"/>
CrCard_verify.docx	<input type="text"/>				<input type="button" value="-"/>

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Then click on Summary and Submit – upper right.

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* Business Purpose

Default Location

Actions

[Save for Later](#) | **Summary and Submit**

On this page, check the box stating that what you are submitting is accurate in follows policy, then click the Submit Expense Report button:

[Save for Later](#) | [Expense Details](#)

Lisa Saucier Actions

* Business Purpose

* Description

Reference

[Totals](#) | [View Printable Version](#) | [View Analytics](#) | [Notes](#) | [Attachments \(3\)](#)

Employee Expenses (1 Line)	20.03 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee	20.03 USD	Amount Due to Supplier	0.00 USD
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By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

If everything has been entered correctly, you will see a pop-up window – Submit Confirmation. Click OK

Expense Report Submit Confirm x

[Help](#)

[Create Expense Report](#)

Submit Confirmation

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[Totals](#)

Employee Expenses (1 Line)	20.03 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee	20.03 USD	Amount Due to Supplier	0.00 USD
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Then you will be brought back to the Summary page and you should see this message across the top in the upper left:

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Your expense report 0000043161 has been submitted for approval.

Business Purpose	Other-Specify in Description	
Description	NTR - snacks for study night	Last
Reference		

If you do not see the pop-up window, and if you cannot Save for Later, then please call anyone at the Travel Desk and we will be able to help you.

We recommend that you clear your browser history at least once a week.