

FSC Non Travel Reimbursement Request Form

Please attach all itemized receipt(s) and proof of purchase for reimbursement request.

Non Travel Reimbursement forms are used to reimburse either Employees or Non employees.

This form must be completed in one sitting.

PSC Procedure Statement for Official Functions

International AP Payment Matrix

Select the FSC technician that supports your department. This assures that your submission is routed correctly and without delay.

Who is your FSC tech? *

- Select -

Choose your Department/Org # (in 1 of the 3 drop downs)

Please just choose one department from the lists.

Dept. Abbreviation/Org. # (A-D)

A&S Communications - 11306

Dept. Abbreviation/Org. # (E-L)

- None -

Dept. Abbreviation/Org. # (M-Z)

- None -

Select only one department/program name from these three menus. Multiple selections can delay the correct technician receiving your submission.

Form completed by *

Program Administrator Chip

Payee Name: *

John Doe

Select "No" for anyone who does not have a CU appointment in HCM. This is commonly used to reimburse non-employee students. Email and mailing address is needed with this option.

CU Employee? *

Yes

No

Have you uploaded a receipt to Concur? *

Yes

No

If you are interested in uploading your receipts directly to Concur, you can do so using the [Concur Mobile App](#). You can also add them to Available Expenses in Concur from your PC using the "Upload New Receipt" button (or just drag and drop).

File Upload

Choose File No file chosen

Upload

Files must be less than 32 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx odt ppt pptx odp xls xlsx ods xml

Open for Additional File Upload Fields

Be sure that the receipt you plan to upload is itemized. Valid documentation includes:

- Vendor Identification
- Date of Purchase
- Description and number of each item purchased
- Cost per item
- Total cost of order

Important – Reimbursements require proof of payment. Receipts need to mention a credit card payment or \$0 balance, preferably showing the last 4 digits of the card number. A bank statement verifying payment can be provided if the receipt is not adequate. Be sure to redact all sensitive information before submitting a statement to the FSC.

Speedtype: *

12345678

Total Amount: *

\$ 212.57

Enter the full 8-digit speedtype that you would like the expense to be charged to. Answer yes if payment needs to be allocated between multiple speedtypes, and additional fields will populate.

Need more speedtype/amount fields?

Yes

No

Is reimbursement food/beverage? *

If "yes" additional form will load and must be filled out

Yes

No

When you answer "Yes", the form will open a section to provide more information for official function purchases, which is required regardless of the dollar amount.

FSC Documentation for Official Functions

An official function is a meeting, meal, or other function that is hosted by an organizational unit, attended by guests and/or associates or employees, and held for official university business. All official functions must comply with the Administrative Policy Statement Propriety of Expenses and the PSC Procedural Statement (PPS) Sensitive Expenses. Please provide all attendees and relationship to the University.

Official Function Attendance

10 attendees or less

More than 10 attendees

When the total attendance is 10 people or less, you will be asked to provide individual names. For functions of more than 10, you simply need to provide the total number of each attendee type, like the example shown below.

Attendee Totals

For more than 10 attendees: list number of individuals and describe the relationship, e.g., students, faculty, staff

Total Number of Attendees

54

Number of Attendees

50

Attendee Relationship

Student

Select the relationship of attendees

Number of Attendees

3

Attendee Relationship

Faculty

Select the relationship of attendees

Number of Attendees

1

Attendee Relationship

Staff

Select the relationship of attendees

Number of Attendees

Attendee Relationship

- None -

Select the relationship of attendees

Number of Attendees

Attendee Relationship

- None -

Select the relationship of attendees

Number of Attendees

Attendee Relationship

- None -

Select the relationship of attendees

Number of Attendees

Attendee Relationship

- None -

Select the relationship of attendees

Number of Attendees

Attendee Relationship

- None -

Select the relationship of attendees

Attendee Relationship

- None -

Select the relationship of attendees

You won't always know the exact number of people who attended a function. It's ok to estimate to the best of your knowledge, but you do need to provide a number. Give exact numbers when possible.

For this form example, the 50 students were estimated because students dropped in throughout the event, but 3 faculty and 1 staff member was an accurate count.

By default, the form opens a number of attendee lines for official functions. Use only as many as you need, leave the rest blank.

Description of Items *

Coffee and donuts from Safeway

Keep your answer in this field simple. No need to copy and paste itemization here, just summarize what was purchased.

Explain how the purchase relates to university business and what the benefit is to CU. The more explanation and detail you can provide here, the less likely your FSC technician will need to follow-up for more information.

For example, for books or instructional supplies provide the applicable class numbers. For official functions, use the Official Function Procedural Statement's list of common types of official functions to identify which your purchase was for - <https://www.cu.edu/controller/finance-procedural-statement-official-functions>.

Business Purpose: *

(Please explain in detail how this expense relates to official University business.)

Food and beverages provided for a study break event for students of a Residential Academic Program. This student function allows them to take a break from studying for their finals while receiving encouragement from faculty, staff and fellow students, promoting community and student success.

Additional Comments

I forgot my Pcard which is why I need to be reimbursed this time, but I'll be sure to bring it along next time!

Would you like an emailed copy of this form sent to you?

- Yes
- No

If you are a department administrator and would like to be automatically copied on all submissions made in your unit, contact your FSC technician and we will set it up.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot



Submit