

## Non-employee Reimbursement Procedure (NR)

1. Department administrator completes the NR form (sample is attached) the form can be accessed on PSC website <https://www.cu.edu/psc/forms/non-employee-reimbursement-nr>
2. Invoice number should be the last name of the payee, underscore date of the event, underscore NR, i.e. DAY\_3/19\_NR
3. Organizational Unit contact should be for CMCI Finance office. In case PSC needs further clarification then they will be contacting CMCI finance office and not the individual preparing the form.

Organizational Unit Contact Information	
Organizational Unit:	CMCI Finance
Contact Person:	Brenda Diehl
Campus Phone:	303-492-8955
Campus Mailbox:	UCB 477
Email Address:	<a href="mailto:cmcifinance@colorado.edu">cmcifinance@colorado.edu</a>

4. If the payee is a student, please enter the student ID. You *do not* need to enter Vendor ID #.
5. Warrant Delivery:
  - a. The check can be sent to the payee directly or mailed to the campus mailbox if you indicate so.
  - b. Wire transfers require additional approvals please see PSC Procedural Statement for Wire transfers. Wire transfers are processed on a weekly basis.
6. Destination field should include to and from with the dates of travel.
7. Comments should include the **speedtype** that these expenses should be charged, recipient's **email** address and any other helpful information to expand on the purpose of the trip, i.e. name of the workshop, lecture, etc. If there are budget limitation to how much the person can be refunded, please enter that information in the field.
8. Enter each reimbursable expense in the next section. Mileage will be calculated once you enter the miles. Per diem should be entered as total (3/17-3/20, 2 travel days @\$69\*75% (partial per diem on travel days), 2 full days \$69\*2, total \$241.50)
9. You are done with completing the form.
10. Save the NR form as Excel document and email it to [cmcifinance@colorado.edu](mailto:cmcifinance@colorado.edu) along with all itemized receipts (receipts should be in .pdf format).
11. The finance team will review, complete the rest of the form and route it for appropriate signatures through DocuSign.

Once submitted NR forms will be processed within 2-4 business days. The payments should be received by the payee within 2 weeks. To check on the status of NR, please contact the Finance office.