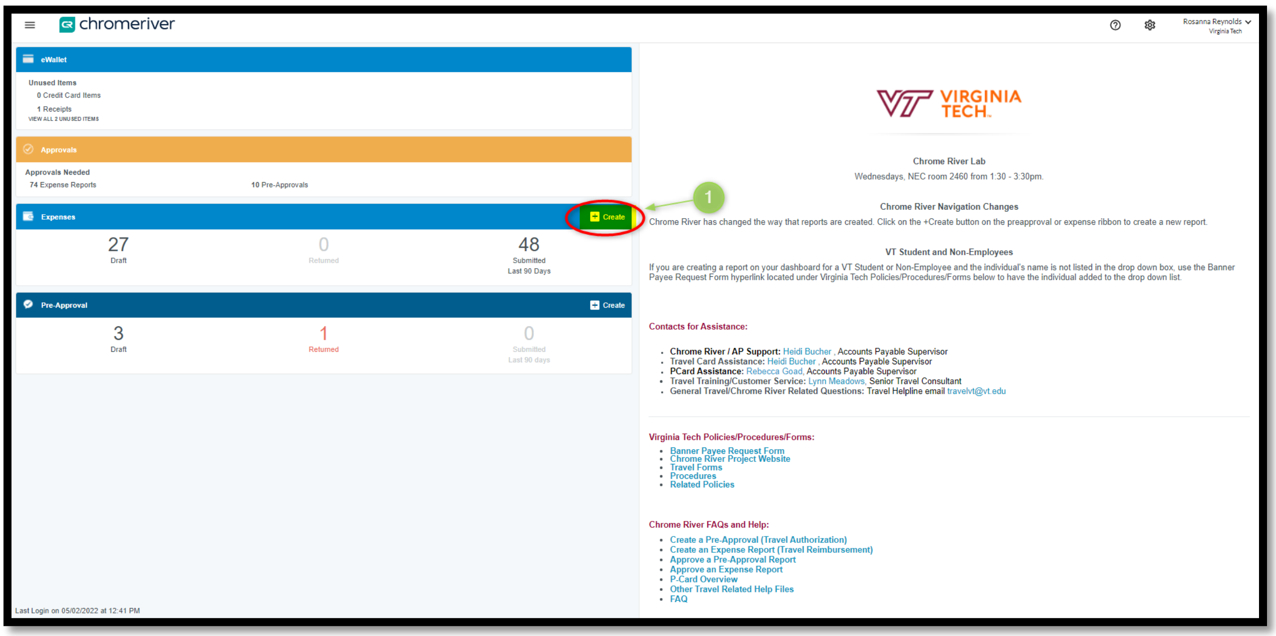
Non-Travel Expense – Human Subject Participant Payment

The example outlined in this how-to document is for an employee.

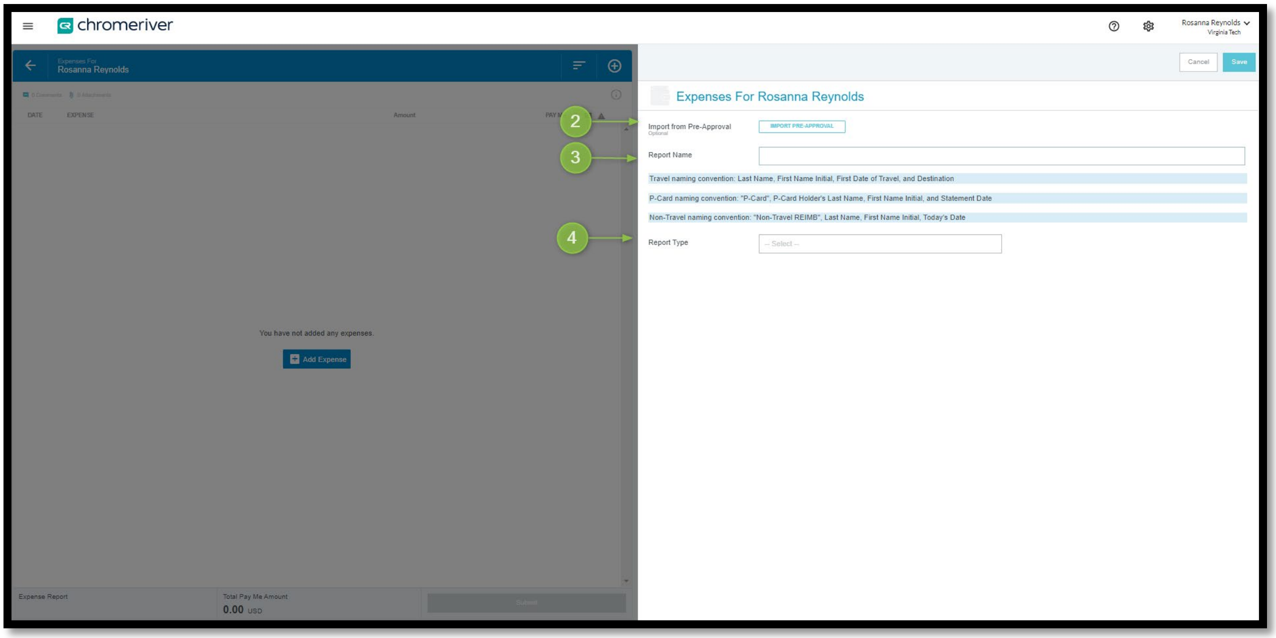
Select the employee from your delegate list. If you aren't set up as a delegate for an employee, you will need to be before you can create the report. Check the right-hand corner to make sure you are on the employee's dashboard before you begin.

Creating Non-Travel Expense Report:



1. Select the "Create" button on the expense ribbon

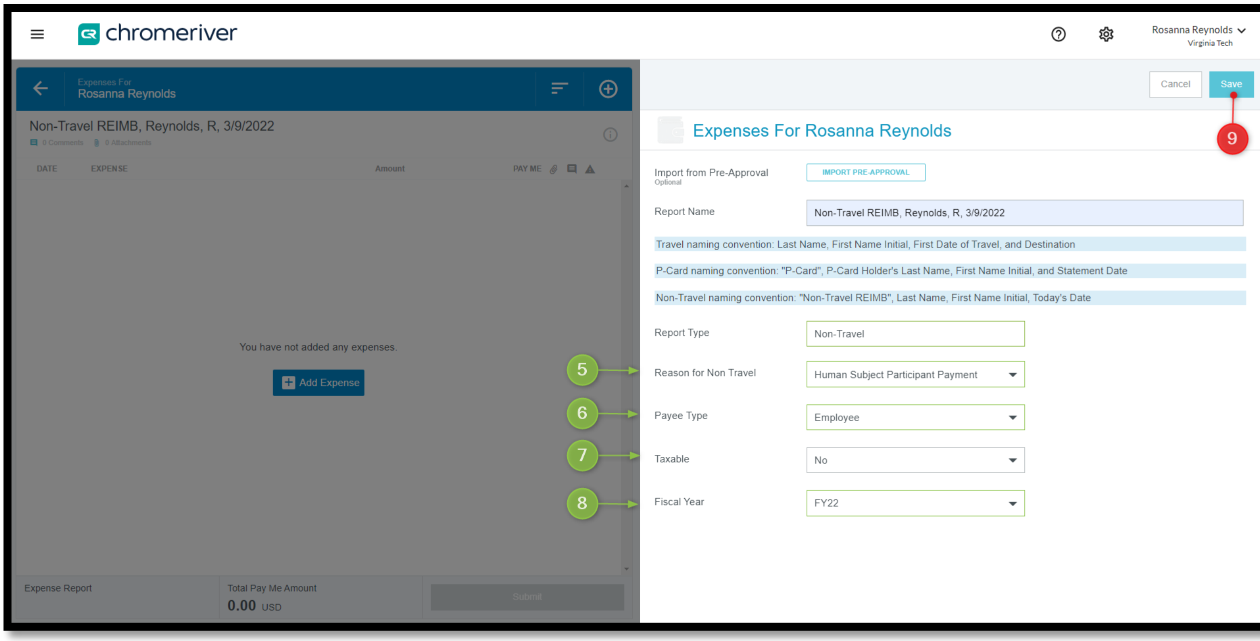
Non-Travel Expense Report Header:



2. **Import from Pre-Approval**: No preapprovals will be used for Non-Travel Reimbursement expenses. Do not click on Import from Pre-Approval button.

3. **Report Name**: Insert "Non-Travel REIMB", Last Name, First Initial, Current Date Report is created. Note: If Payee Type (Step #6), other than Dashboard Owner's Name (Employee), is selected, the Report Name must contain the payee's last name and first initial.

4. **Report Type**: Select Non-Travel.



5. **Reason for Non-Travel**: Use the dropdown field and select Human Subject Participant Payment.

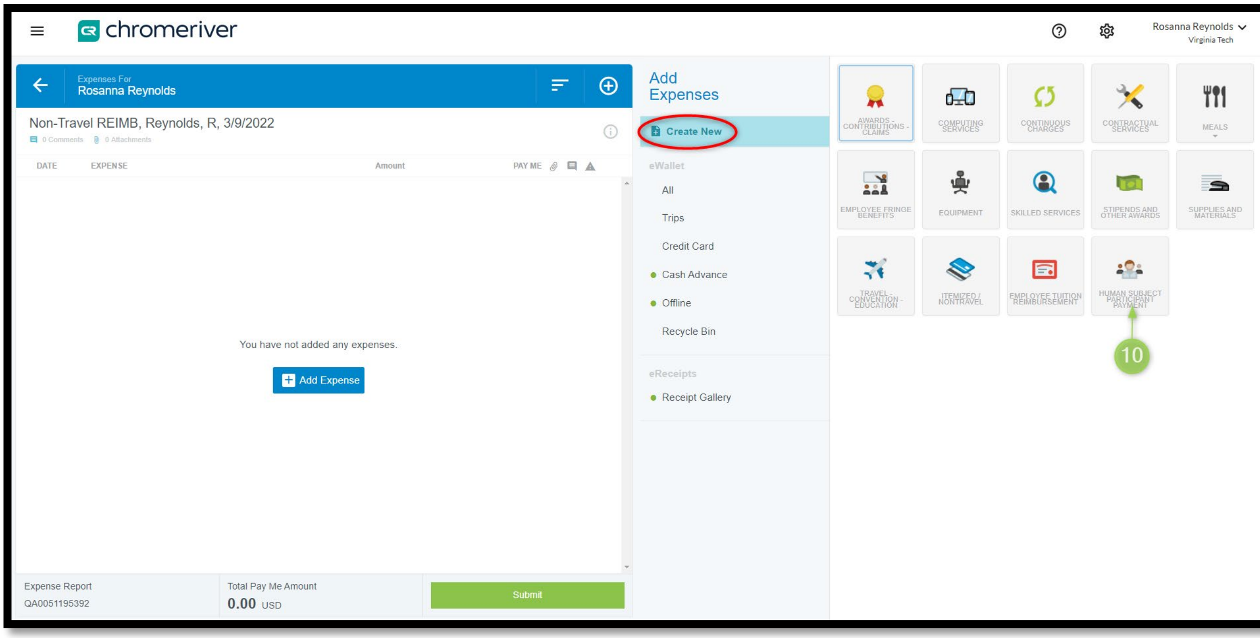
6. **Payee Type**: Select Employee from the drop-down list.

7. **Taxable**: Select "Yes" or "No" as to whether or not this report would be taxable. (Note: A report would be only taxable if the Overtime Meals expense type was selected, or if the expenses are over 365 days old.)

8. **Fiscal Year**: If this expense is to be charged outside of the current FY, select the next FY.

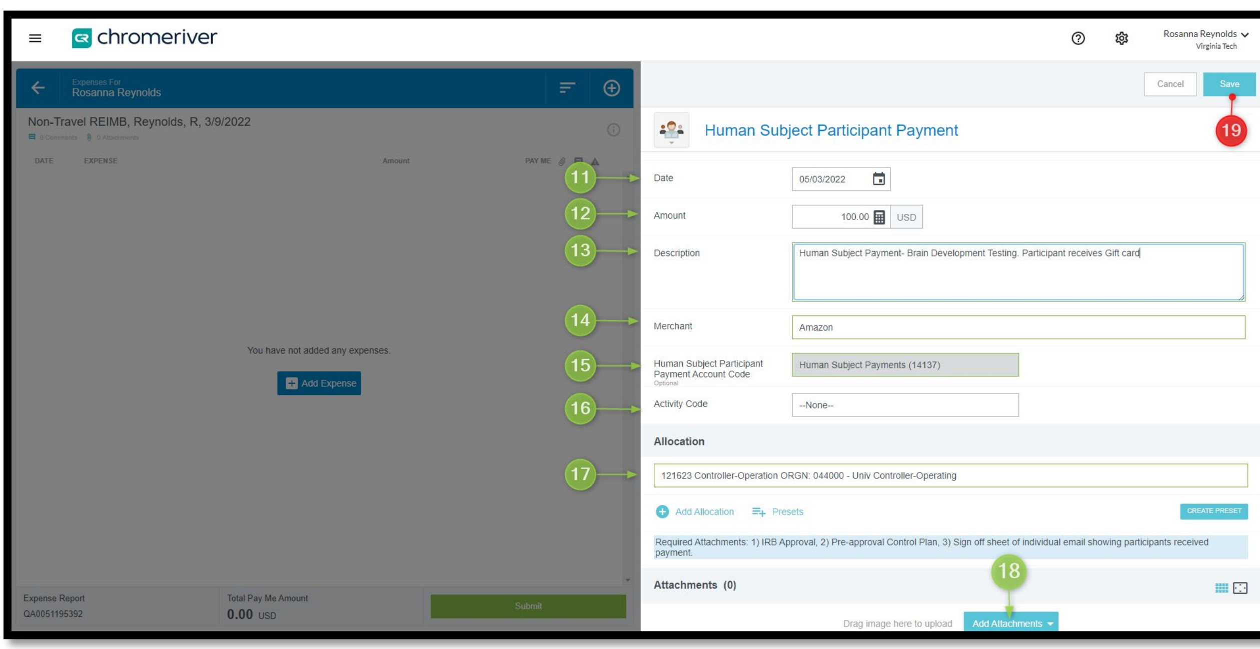
9. **Save**: Click on this button to save the changes to the header.

You can get back to the header by clicking the report name in the top left-hand portion (under the blue ribbon) on the page.



10. After selecting the Create New button, choose the category expense type of "Human Subject Participant Payment".

Adding Information to Expense Type:



11. **Date**: Insert the correct date for the receipt.

12. **Amount**: Enter the amount of the expense type. Note: If the expense amount is not in USD, click the button with USD on it to select the correct currency from a pre-populated list.

13. **Description**: Add information regarding the expense and business purpose in the description field.

14. **Merchant:** Enter the Merchant's Name the expense or receipt came from.

15. **Account Code**: The account code is automatically defaulted to 14137.

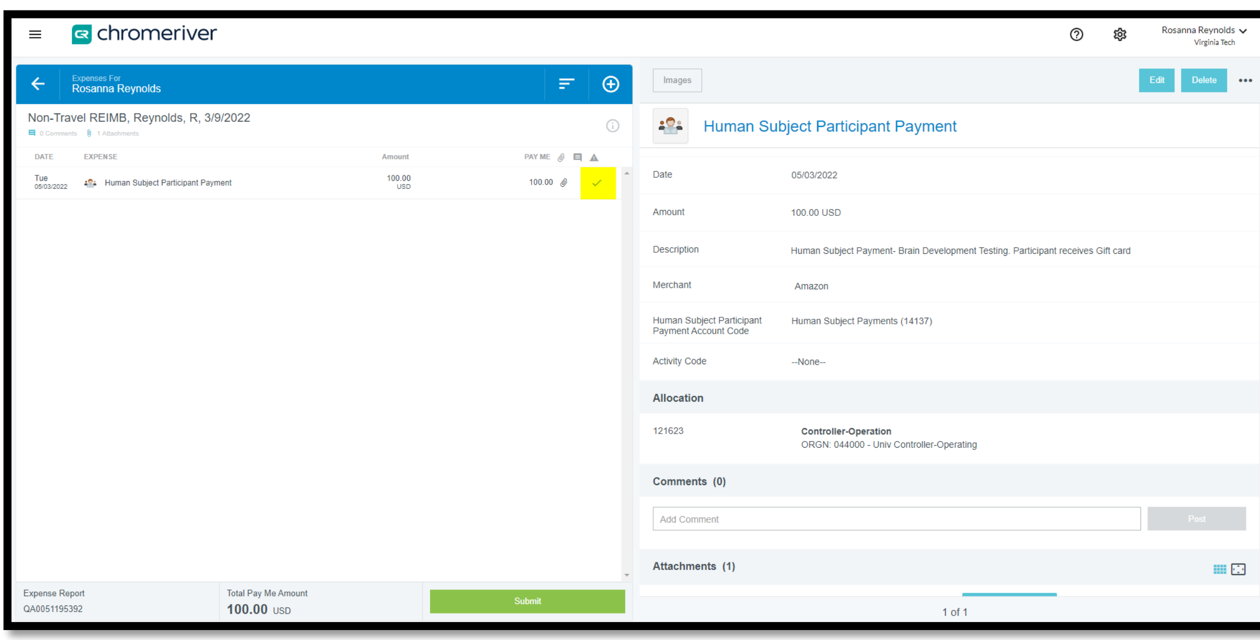
16. **Activity Code**: Choose from the list of available Activity Codes. If no Activity codes are needed, then keep the default of "None".

17. **Allocation**: Select the funding for this expense. Funds can be searched by typing in the name or fund number. The expense can be split funded with another state fund or foundation. Click Add Allocation hyperlink to add additional allocations (fund numbers). Use non-reimbursable personal expense and select VTF reimbursable for split funding with foundation.

    Note: A label of the required attachments for Human Subject Participant Payments consisting of IRB Approval, Human Subject Confidentiality Certification, and a sign off sheet of individual email showing participants received payment. Note: The system is not capable of identifying if all required attachments are included with the expense.

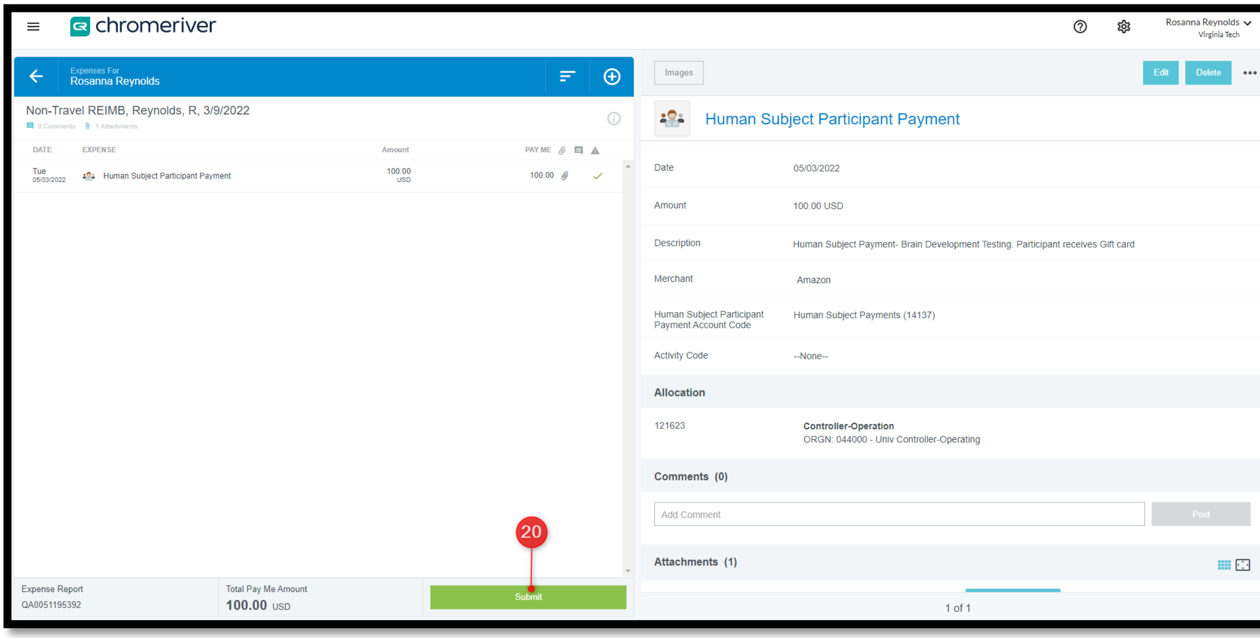
18. **Add Attachments**: Attach the required documents for a Human Subject Participant Payment.

19. **Save**: Select this button to save the information entered.

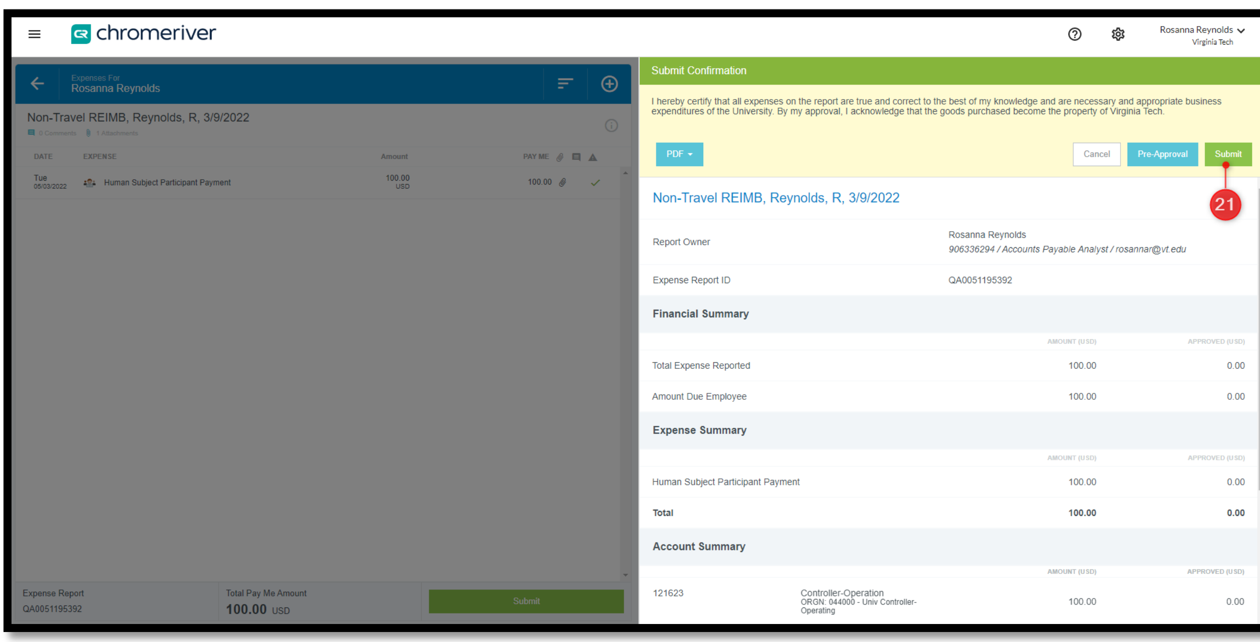


The green check mark (highlighted in picture) in the expense line row on the left-hand side tells the user the expense is correct.

Submit Non-Travel Expense Report:



20. Submit: After all the expenses' line items have been added to the expense report, select "Submit".



21. Select "Submit" again to send the Non-Travel Expense Report through the Approval Process.