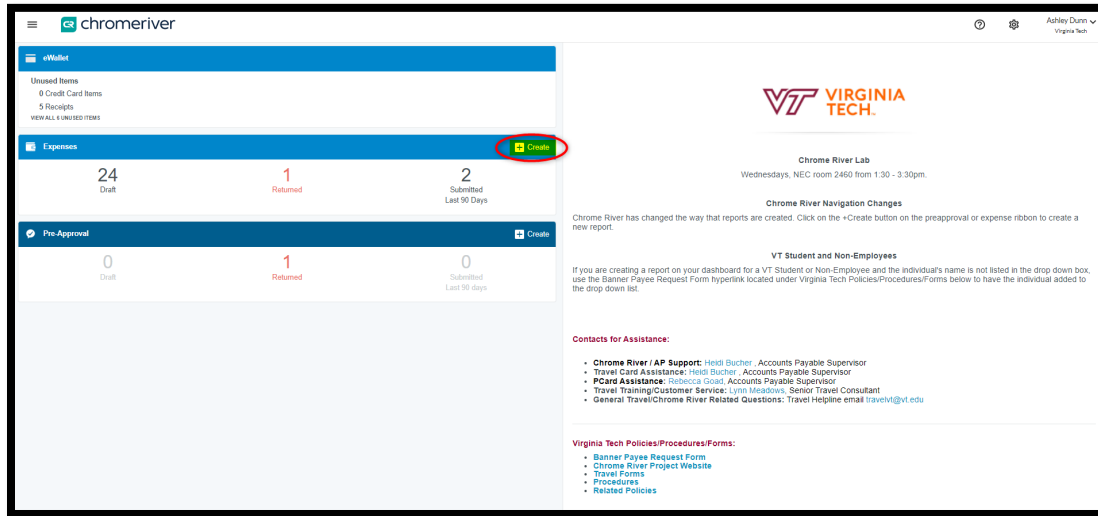


Non-Travel - Tuition Reimbursement

The Employee Tuition Reimbursement expense type is to be used for reimbursing approved employee tuition reimbursements. Tuition reimbursements will be marked as taxable on the report header in order for the report to route to payroll for final payment on an upcoming paycheck.

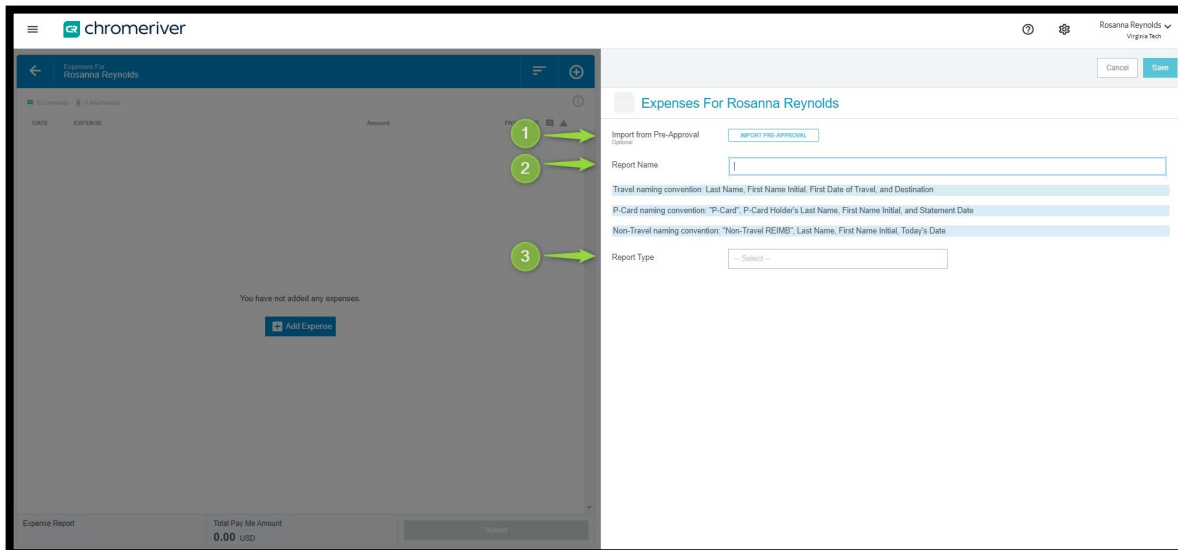
The pictures will depict an example of Employee Tuition Reimbursement.

Creating Non-Travel Expense Report:



- Select the “Create” button.

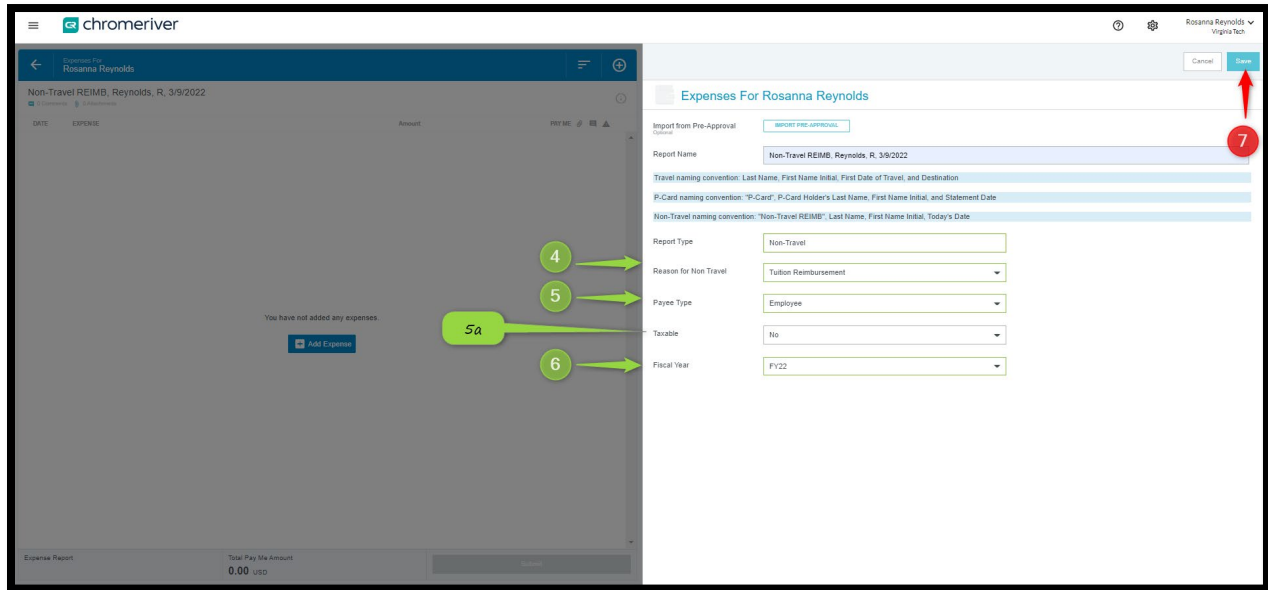
Non-Travel Expense Report Header:



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

2. **Report Name:** Insert “Non-Travel REIMB”, Last Name, First Initial, Current Date Report is created. Note: Last name of employee is case sensitive and should match the spelling on the dashboard.

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



4. **Reason for Non-Travel:** Use the dropdown field and select Tuition Reimbursement.

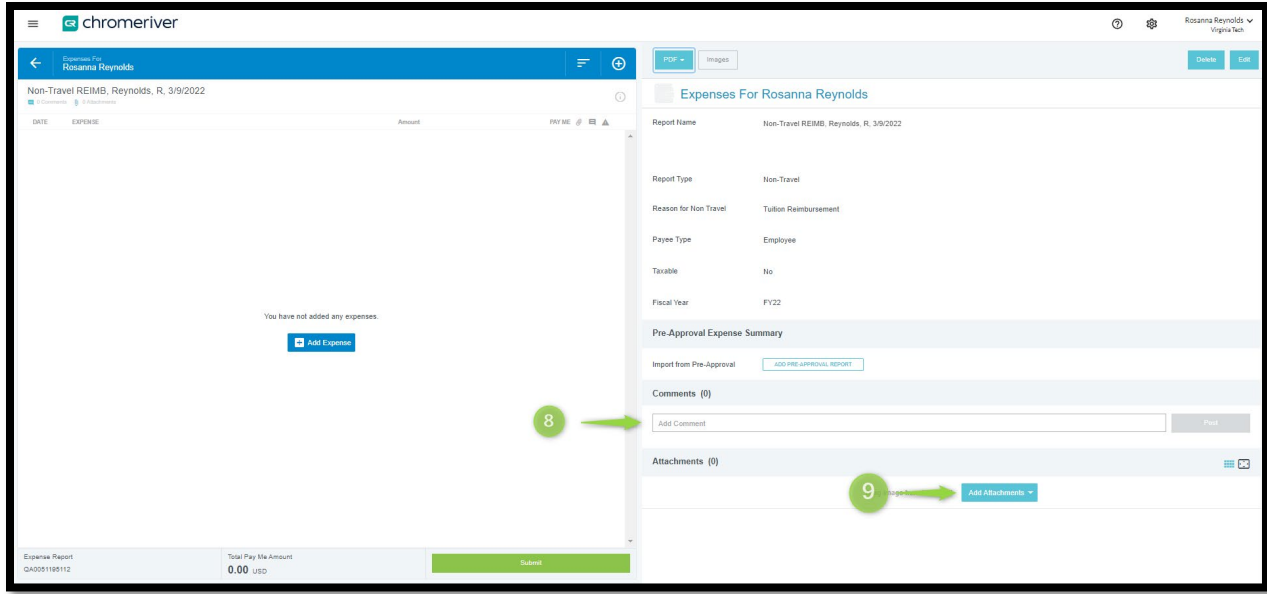
5. **Payee Type:** Select Employee from the drop-down list of Type of Payee
 a. **Employee**

- **Taxable:** Select “Yes”

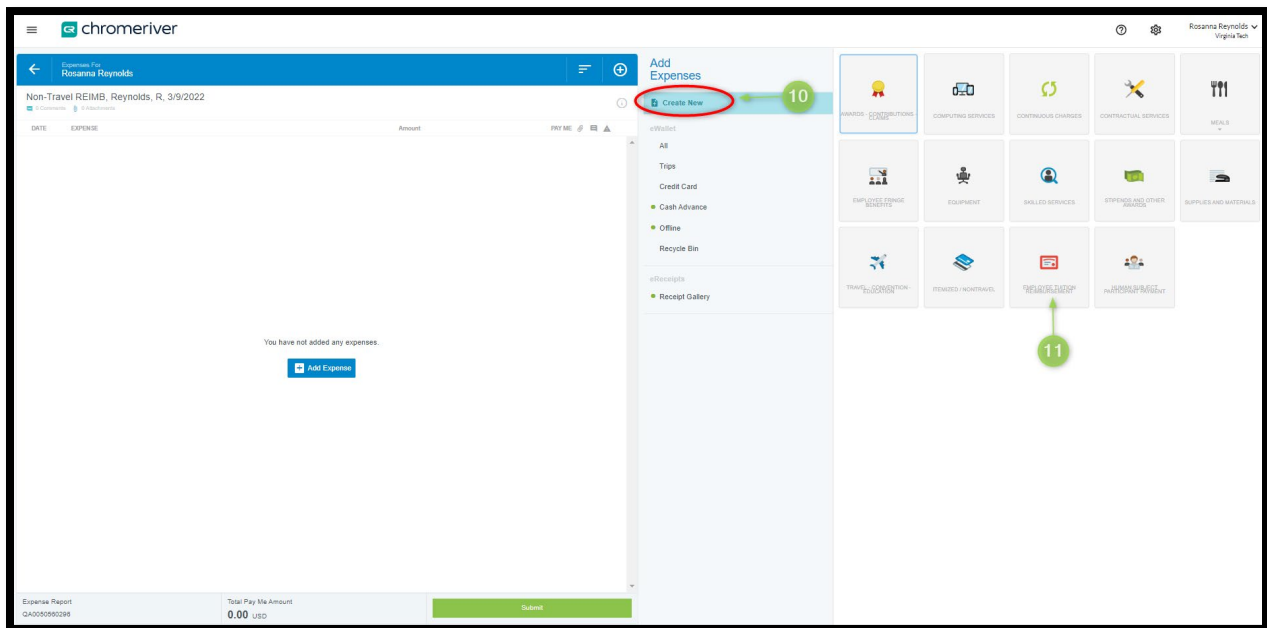
6. **Fiscal Year:** If this expense is to be charged outside of the current FY, select the next FY.

7. **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.

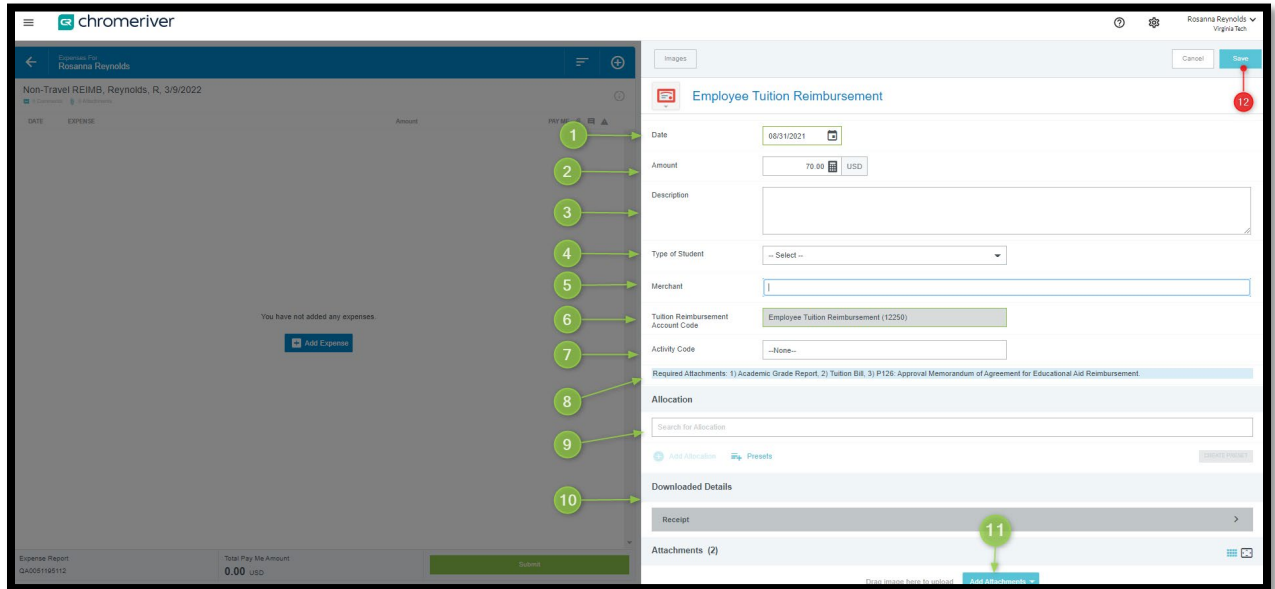


8. After saving the report header, a comment can be made for additional information.
9. To add documents at the header level (i.e. an itinerary), select **Add Attachments**.



10. Click + or Add Expenses for the available mosaics
11. Click the Expense Category called "Employee Tuition Reimbursement".

Adding Information to Expense Type:

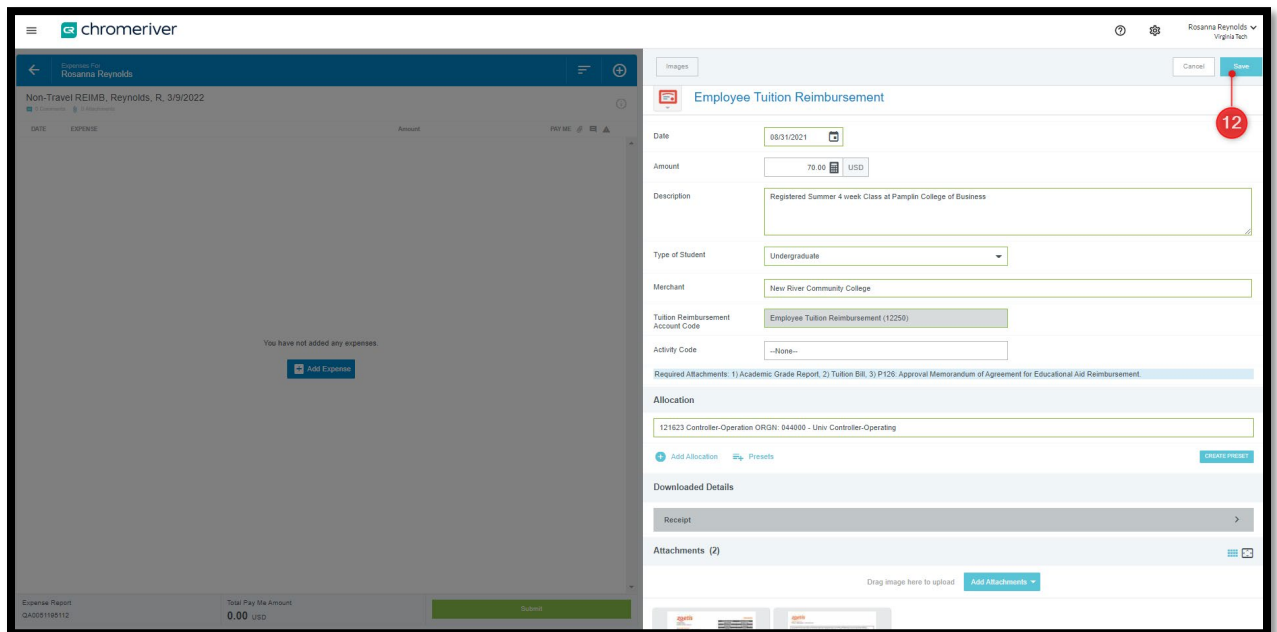


The screenshot shows the 'Employee Tuition Reimbursement' form in the Chromeriver system. The form is divided into several sections: 'Date', 'Amount', 'Description', 'Type of Student', 'Merchant', 'Tuition Reimbursement Account Code', 'Activity Code', 'Required Attachments', 'Allocation', and 'Downloaded Details'. Numbered callouts (1-11) point to the following fields:

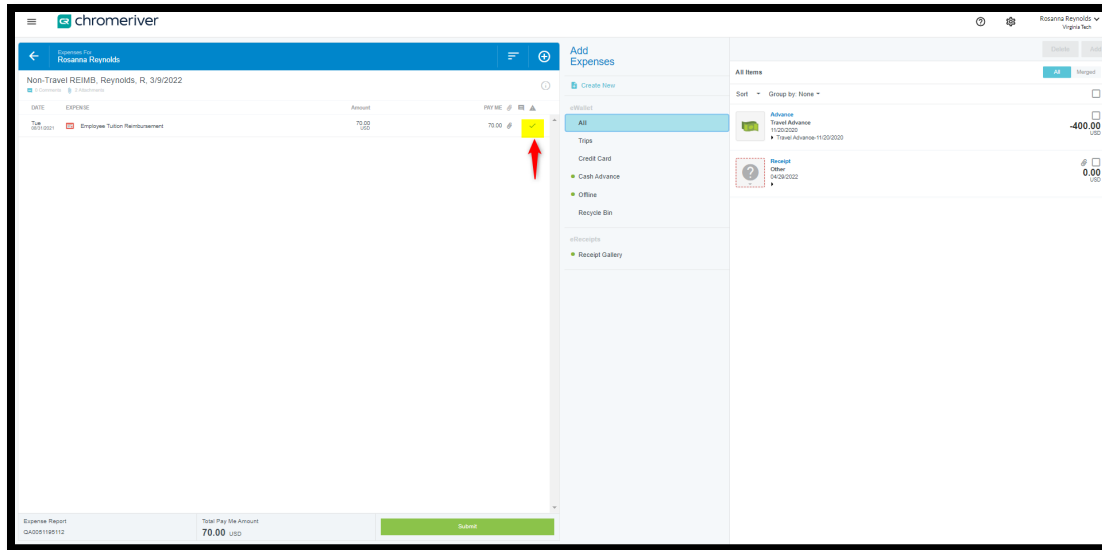
- 1: Date field (08/31/2021)
- 2: Amount field (70.00 USD)
- 3: Description text area
- 4: Type of Student dropdown menu
- 5: Merchant text field
- 6: Tuition Reimbursement Account Code dropdown menu (Employee Tuition Reimbursement (12250))
- 7: Activity Code dropdown menu (None)
- 8: Required Attachments list
- 9: Allocation search field
- 10: Downloaded Details section
- 11: Receipt download button

1. **Date:** Insert the correct date for the receipt
2. **Amount:** Enter the amount of the expense. 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.
3. **Description:** Details of the tuition reimbursement and other pertinent information should be included here.
4. **Type of Student:** Select Graduate, or Undergraduate.
 - a. Graduate includes individuals taking courses for a MBA, Master’s program, PhD program. Undergraduate includes individuals taking courses for an associate degree or bachelor’s degree.
 - b. All employee tuition reimbursements will route to payroll for final payment on an upcoming paycheck.
 - c. Graduate level classes over \$5,250 are taxable and payroll will withhold taxes on the final payment.
5. **Merchant:** Enter the Merchant’s Name the expense or receipt came from (i.e. where classes are being taken).
6. **Account Code:** The account code 12250 is prepopulated for “Employee Tuition Reimbursement”.
7. **Activity Code:** Choose from the list of available Activity Codes. If no Activity codes are needed, then keep the default of “None”.

8. A label indicates the required attachments for tuition reimbursement consisting of an academic grade report, a tuition bill, and the P126: Approval Memorandum of Agreement for Education Aid Reimbursement. Note: The system is not capable of identifying if all required attachments are included with the expense.
9. **Allocation:** Select the funding for this expense. Funds can be searched by typing in the name or fund number. To add more than one allocation, click the add allocation hyperlink. The multiple allocations can be split by percentage or dollar amount.
10. **Downloaded Details/Receipt:** Unhide this tab to view the information that was submitted along with the receipt.
11. **Add the required attachments:** academic grade report, tuition bill and P126: Approval Memorandum of Agreement for Education Aid Reimbursement.

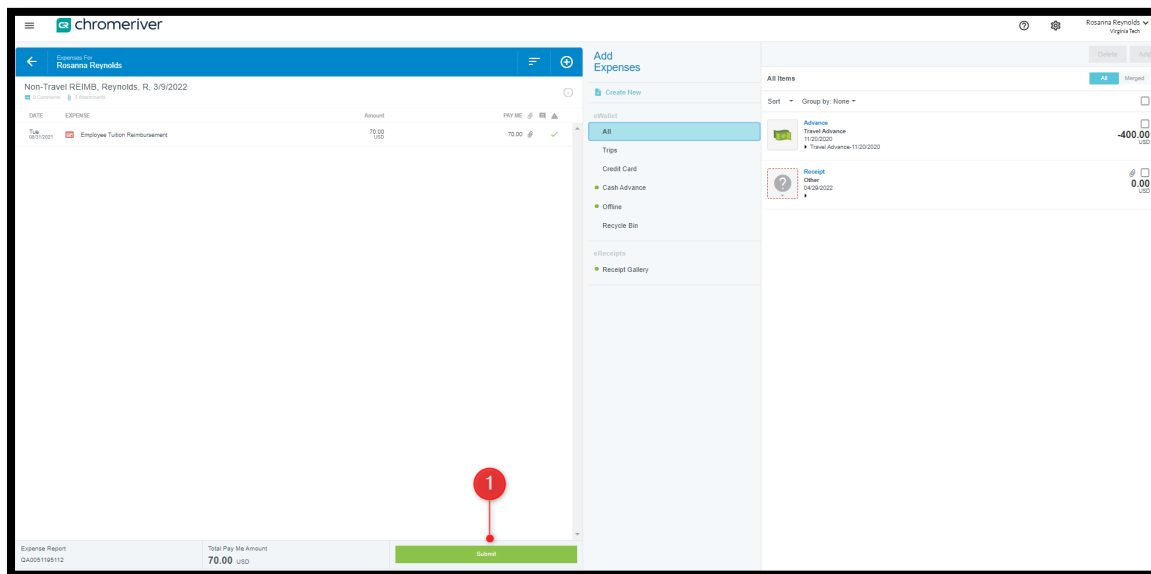


12. **Save:** Select this button to save the information entered.

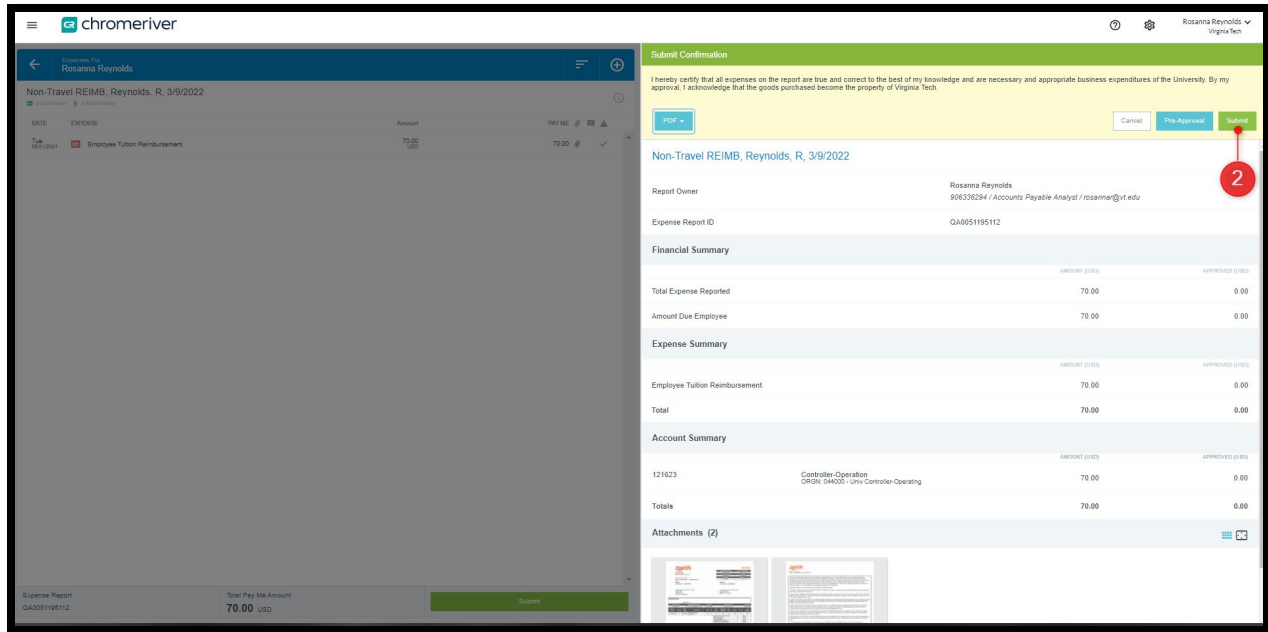


The green check mark (highlighted in picture) in the expense line row on the left-hand side tells the user the expense is correctly recorded.

Submit Non-Travel Expense Report:



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



Submit Confirmation

I hereby certify that all expenses on this report are true and correct to the best of my knowledge and are necessary and appropriate business expenditures of the University. By my approval, I acknowledge that the goods purchased become the property of Virginia Tech.

PDF + Cancel **File Approval** **Submit**

Non-Travel REIMB, Reynolds, R, 3/9/2022

Report Owner: Rosanna Reynolds
906336294 / Accounts Payable Analyst / rosanna@vt.edu

Expense Report ID: QA0051195112

| Financial Summary | | AMOUNT DEDU | APPROVED DEDU |
|------------------------|--|-------------|---------------|
| Total Expense Reported | | 70.00 | 0.00 |
| Amount Due Employee | | 70.00 | 0.00 |

| Expense Summary | | AMOUNT DEDU | APPROVED DEDU |
|--------------------------------|--|-------------|---------------|
| Employee Tuition Reimbursement | | 70.00 | 0.00 |
| Total | | 70.00 | 0.00 |

| Account Summary | | AMOUNT DEDU | APPROVED DEDU |
|-----------------|--|-------------|---------------|
| 121423 | Controller-Operation ORGN: 044000 - Univ Controller-Operating | 70.00 | 0.00 |
| Totals | | 70.00 | 0.00 |

Attachments (2)

Expense Report: QA0051195112 Total Pay Me Amount: 70.00 USD

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