

### Supplier Invoice Request Approval for Non-Employees Overview

This Quick Reference Guide (QRG) is designed to walk an **Expense Support Specialist** through the approval process in Workday for Supplier Invoice Requests for non-employees. By the end of this QRG, you will know how to review and approve a supplier invoice request for non-employees.

Below are the tasks that an Expense Support Specialist can approve in Workday:

Task	Approval Description
Create Expense Report	This task will always route to the Expense Support Specialist for approval.
Create Supplier Invoice Request	This task will always route to Expense Support Specialist for approval if the Spend Category is Student Reimbursements Other (SC0747), Travel Non-employee (SC0745), or Travel Student (SC0746).

Refer to the [Approve Workday Transactions QRG](#) for the general procedure to approve transactions in Workday if you are not an Expense Support Specialist.



**Remember to approve transactions** in a timely fashion. To view all tasks that you need to review or approve, you can run the report “Processes Awaiting My Action.” The report shows what tasks you need to act on and how many days it has been since initiation.

### Approve Supplier Invoice Request for Non-Employees Overview

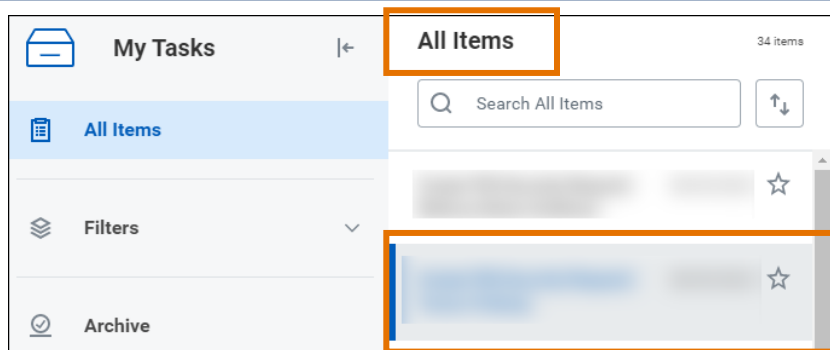
Let’s walk through steps for how to review and approve a supplier invoice request for non-employees.

On the **Workday Home** screen:


1. Click the **Inbox** icon.



2. Click on the **Supplier Invoice Request** you need to approve under **All Items**.



3. Scroll down to view attachments and all other the details related to the supplier invoice request.
4. Under the Lines tab, review and confirm the **Spend Category** worktag is **Student Reimbursements Other (SC0747)**, **Travel Non-employee (SC0745)**, or **Travel Student (SC0746)**.

 <p><b>NOTE</b></p>	<p>For Travel Non-employee (SC0745), review steps 5 and 6 for further guidance on Non-Employee Travel Reimbursement.</p> <p>For Student Reimbursements Other (SC0747) or Travel Student (SC0746), go to step 7.</p>
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Review the following:

5. **Attachments** – At the top of the screen, select and view the **linked supporting documentation** for the supplier invoice request item.
  - **Non-Employee Travel Reimbursement Form** – For Non-Employee Travel, the Non-Employee Travel Reimbursement Form is required.
  - **Receipts** – Ensure receipts are provided that are associated with the Non-Employee Travel Reimbursement in question. Review the receipt's highlight totals – if less than the total listed on a receipt will be reimbursed, ensure documentation of the agreement is provided between the submitting Department and the Non-Employee. Review the receipt guidelines for the following items:
    - **Transportation** –
      - Transportation tickets (Airfare, Train, Bus, Rental Vehicle, etc.) and Uber/Lyft/Taxi require itemized receipts. Missing Receipt Affidavit is not valid for tickets. A separate Missing Receipt Affidavit must be completed and submitted for each missing/non-itemized receipt for Uber/Lyft/Taxi.
      - Gas/Fuel Expenses require a rental vehicle receipt and an itemized receipt. This cannot be claimed when using a personal vehicle.
      - Mileage cannot be claimed when using a rental vehicle.
    - **Lodging** –
      - Hotel/Air BnB require itemized receipts.

- **Meals –**
  - Food requires itemized receipts. A separate Missing Affidavit must be completed and submitted for each missing/non-itemized receipt.
  - Alcohol can only be paid for with Local Funds. If the worktags are associated with Local Funds, ensure documentation is provided. If they are not associated, alcohol should not be included in the Non-Employee Travel Reimbursement.
  - Per Diem is not claimable for Academic Non-Employees. Actual Meals should be claimed, and Itemized Receipts should be provided.
- **Other –**
  - Other items not mentioned require itemized receipts. A separate Missing Receipt Affidavit must be submitted for each missing/non-itemized receipt.
- **Living Allowance –**
  - Requires prior approval from Procurement Services.

## 6. Invoice Date and Received Date –

- Non-Employee Travel Reimbursement should not be submitted until all associated travel has been completed (home → destination → home). This reimbursement should be submitted within 30 days of travel completion and any reimbursements after 60 days are taxable.

## 7. Item Description –

- This field should provide any extra information needed to interpret the Non-Employee Travel Reimbursement, Student Reimbursements Other, or Travel Student. Information that will not fit in this field should be attached through the Attachments function.

## 8. Worktags (Gift, Grant, Designated, Project, Fund, Cost Center, Function, Program, Additional Worktags) –

- View all **worktags** provided and ensure the items listed on the supplier invoice request has been allocated to the proper worktag and expense item.



Other payments (Honoraria, etc.) should not be included in the Non-Employee Travel Reimbursement. Separate payments should be submitted.

9. If needed, type a comment in the comment box. It is recommended you write a brief description indicating you have reviewed the task and provide the date as confirmation.

## 10. Take the appropriate action:

- Click **Approve** if the details provided are accurate.
- Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box.

You have successfully completed this task.