Non Employee / Student Reimbursements – Quick Instructions

1. From the Dashboard, tap the **+NEW** button in the upper right corner and select **NEW EXPENSE REPORT** from the drop-down menu. The Report Header Screen Appears.
2. The Report Name should start with the first initial and last name of the Student or Non-Employee and then have the business purpose for the reimbursement; for example, JSmith Homecoming Supplies.
3. Choose “Non Employee” or “Student” as University Affiliation based on who you are reimbursing.
4. Choose Individual Travel or Non Travel as the Report Type depending on what the individual is being reimbursed for.
    a. If the Individual Travel Report Type is chosen, the travel fields will need to be completed.
5. For all Student or Non-Employee expense reports, the bottom 3 fields of the report header must be completed.
    a. Enter the full Southeast ID for the Student or Non-Employee in the Southeast ID Field.
        i. If you are reimbursing a Non-Employee that does not have a Southeast ID, you will need to contact the University’s Chrome River Support at chromeriver@semo.edu, and provide the person’s full name, complete mailing address, and if possible, their social security number or date of birth. An ID will be generated for the individual and emailed back for you to create the expense report in Chrome River.
    b. Enter the Student or Non-Employee’s first and last name in the Name Field.
    c. Type in Student or Non-Employee’s complete mailing address in the Address Field.
6. Click **Save** (at the top)
7. If the *Add Expenses* screen does not pop up, click on the plus sign with a circle around it. Add expenses for reimbursement to the report just like you would for any other Travel or Non Travel expense report.
8. Once all transactions are added for the month, click **Submit** at the bottom of the screen. Then you have to click **Submit** again for the *Submit Confirmation* at the top right of the screen.
9. Any Warnings must have a response before you are able to submit the report.
10. Once submitted, expenses will follow necessary approval chain.
11. Any reports returned by an approver, will need to be corrected and re-submitted.
12. To Save or Print a PDF copy of the report for your records go to the Submitted Expense Reports, select the report you want, and then choose the PDF file that you prefer.
13. Reports may be recalled back to Draft status at any time until it is Final Approved by the Accounts Payable or Purchasing department.