Last revised 3/25/24

MSE Reimbursements ~ Guidelines & Best Practices

- Reimbursement requests can only be submitted to NUFinancials. It is **your responsibility** to compile all necessary forms, receipts, chart strings, codes, approval etc. before your request can be officially submitted for approval.

- You, the employee, could submit your reimbursement on NUFinancials without involving staff in the preparation. HOWEVER, **MSE Best Practices** are to submit your "rough draft" Expense Report to MSE staff for review before submitting it on NUFinancials STRONGLY RECOMMENDED to ensure a more efficient and accurate.

- MSE Staff are to be notified of your Expense Report submissions regardless of your choice to submit the Expense Report and supporting documents to MSE for review. If you leave your expense report pending and neglect to notify MSE staff, we have no way of knowing it exists or needs action.

- Incomplete submissions or those that are received in multiple increments **are discouraged.**
- Complete submissions **are expected and will be prioritized** for review/submission.

CONFERENCE REGISTRATION

- If you wish to request assistance in paying for the Registration costs for the conference, please email MSEReimbursements to coordinate a time to come into the MSE office (Cook 2036) to have a Staff member use their NU Corporate Card to complete your online registration in-person.

PER DIEM

- Pre-approval is required prior to departing on your trip. If your PI supports utilizing Per diem instead of reimbursement by receipts, this option is preferred!
- Per diem is much easier for you during your travel
  - It is also easier when creating the expense report than collecting and policing receipts!

HOTEL & AIRFARE BOOKING USING EGENCIA

- We suggest utilizing NU Travel services such as Egencia to book airfare and hotel on the chart string to avoid out-of-pocket expenses.
- Gather your information and submit HERE for EGENCIA PROFILE SETUP REQUEST FORM – you'll need conference dates, chart string, PI approval,
- This Form Link should be used in any instance of needing a new profile created for you for the first time OR if you already have a profile but need to update the chart string or reactivate your account. This allows all Egencia requests, new or simply edits, to funnel into one place and MSE staff can attend to all requests
- If booking both Airfare & Hotel, please email Wade in between bookings to adjust the chart string account code so you do not run into later issues with uncollected charges haunting you.

MSE COVER PAGE DETAILS

- Business Purpose- delete pre-fill from textbox and write the justification pertaining to your conference travel.
- Personal travel – review section of ***guidelines*** for necessary supporting materials when adding personal travel to your business trip; trip comparisons must be submitted for reimbursement to be considered.
- Multi-purpose Business- be sure to list both sets of conference details.
- Foreign travel – seek out assistance via the section of Best Practices, Foreign travel website page, or with MSE staff.
    - **Double check with your PI that the chart string intended already has foreign travel account codes OPEN**
    - Opening an Account Code with the Office of Research can at times take over a month to happen! So, it is best to get ahead and initiate this part as soon as you can.
- Shared Hotel Room – Be sure to include any roommates during your trip, and detail how the payment was handled. Only one person will receive reimbursement unless all chart strings are notated on the MSE Reimbursement Cover Page.

TIPS FOR WHEN YOU'RE CREATING THE EXPENSE REPORT IN NUFINANCIALS

- Required fields on that first page: Business Purpose, Description, & Expense Supervisor.
- **Default Location/Reference should be left blank.**
- No need to attach receipts at this stage.
    - Receipts will be uploaded to NUFinancials once the expenses have been entered and the expense report has been generated/saved as PDF.
- Accounting Default: This can be used to enter the chart string to autofill into your expense report.
    - This field can be left alone, but doing so would require you to correctly input the chart string with each individual expense line as you work through the details of each entry.
    - This is option is recommended for most using only one chart string across the entirety of your expense report.
        - it will help avoid random unknown errors throughout the expense report.

SUPPORTING DOCUMENTS

- Include all RECEIPTS, CONFIRMATIONS, JUSTIFICATION, PROOF OF ATTENDANCE, & PI APPROVAL of CHART STRING
- Please only submit files in PDF format.
- All supporting document files should be combined into ****one single PDF document****.
    - Photo image files are not supported – please convert to PDF before combining.
    - Multiple attachments cause NUFinancials to crash, close, and force a reboot of the system which contributes to a longer processing time overall.
    - Should you need help with doing this for the first time, please review the information presented on the Adobe website by following the link below first before reaching out to MSE Reimbursements staff.
    - Combine or merge files into a single PDF, Adobe Acrobat