

Student (Non-Employee) Reimbursement Processing

How to reimburse a Student Non-Employee for expenses



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DEPARTMENT

Collects and compiles the necessary reimbursement documents

SUBMITS
SERVICE NOW
REIMBURSEMENT
REQUEST

CBS2 submits Sponsored Guest Setup Service Now ticket to Travel & Expense Management

TRAVEL & EXPENSE MANAGEMENT
Completes profile setup



Emails user login credential and "Verifying Sponsored Guest Profile" Step-by-Step Guide



CBS2
Reviews reimbursement documents
Prepares expense report in Concur
Notifies User the report is "Ready for Review"



Student (Non-Employee) Receives Payment

FINISH

TRAVEL & EXPENSE MANAGEMENT
Final processor approves for payment processing

TRAVEL & EXPENSE AUDIT
Audits expense report for policy compliance, documentation, and accurate expense type selection

DEPARTMENT
HR Unit Approver reviews and approves expense report
**If needed, initial approver adds additional approver*

USER / STUDENT
Reviews expense report and confirms accuracy and then
SUBMITS REPORT

