

NON-TRAVEL ENTERTAINMENT REQUEST USING T&E OR PERSONAL CREDIT CARD

Process Guide

START

1

Submit Non-Travel Entertainment Request in WF

Include the following info:

1. Name and date of event
2. Business Purpose
3. Attach a copy of itinerary or Agenda
4. Estimated guest count (if food is involved)

15-30 Days Before the Event

STOP for FAST Processing

FAST Assigns WF Ticket, Provides COA Info & Determines Financial Approver.

3-5 Business Days Post-WF Submission

Stay Tuned for Updates From FAST!

2

Create Expense Report in Concur

1. Select the appropriate approver and COA provided by FAST in WF
2. Naming Convention: Report ID-Event Date MMDDYY-Event Name
3. Add WF Ticket # in the comment section of report header.

Do Not Submit!

ATTEND YOUR EVENT!

Ensure to keep all itemized receipts for all purchases. Keep a record of your attendees to upload after the event.

** Receipts are required for all expenses being claimed*

Tip: Manage Receipts Through the Mobile App!

4

Finalize Concur Expense Report - Post Event

In Concur:

1. Add any incurred expense(s)
 - a. include any T&E or out of pocket allowable expenses
 - b. Attach all itemized receipts
2. Include Attendees
 - a. If over 10 people, add 'Attendee List' Expense Type (will be a separate expense line).

Submit Concur Expense Report & Update WF Request

1. Submit Your Completed Concur Expense Report
2. Update the subject of your WF request to include the Concur expense report number.

Deadline: 30 Days Post-Event

5

STOP for FAST Processing

FAST Will Review/Approve expense report in Concur, and report will be routed to your direct supervisor for approval.

3-5 Business Days Post Submission

Stay Tuned for Updates!

Direct Supervisor Approval

Allow 3-5 Business Days. Will be routed to Accounting for final review and approval.

Stay Tuned for Updates!

Accounting Processing

Allow 10-15 Business Days

Receive Reimbursement 7-10 Business Days After Concur Non-Travel Expense Report is Approved by Accounting

END!