*****IF YOU KEY THE DATA INTO THE FORM, THE FORM WILL AUTOMATICALLY CALCULATE THE
FIELDS. THE MILEAGE RATE FIELD CAN BE CHANGED IF YOU CLICK INTO THE MILEAGE FIELD, A
DROP DOWN BOX WILL APPEAR WHICH YOU CAN CLICK AND THEN SELECT THE CORRECT RATE. *****

1. Fill in the required information; traveler's names, purpose of trip, relationship to the institution and complete US mailing address.
2. Business meal requires a list of attendees to be reimbursed.
3. Provide the dates of travel, automobile expense, other transportation, lodging, meals, misc. exp., registration fee, exchange rate and amount. Fill in the fields that pertain to your trip expense.
4. International travelers must be reimbursed by wire payment. If a wire form is included for funds to be wired to the traveler, check the yes box. The traveler must have a vendor number if the funds are to be wired. Please check SAP to make sure a vendor number has not already been established for the traveler. *If there is no vendor numbers already established in SAP, please complete the Non-Employee Vendor Add/Change Form and submit to A/P with the supporting documentation (receipts), the non-employee travel expense form and completed wire form.*
5. Expense distribution fields; the G/L, cost center or internal order number and amount are **required fields**.
6. Enter the total amount for the trip in the total field.
7. Department authorized signer must sign the non-employee expense reimbursement form. The department requestors please provide a name, phone number & email address. **(The expense report will not be processed without this information)**
8. Enter the date the expense report was prepared.
9. **Fax the completed cover sheet and supporting documentation to 443-997-3554. Allow 10 business days for processing of the travel expense.**

ADDITIONAL INFORMATION

*Important: If an **employee** reimbursement is submitted using the non-employee expense reimbursement form, the transaction will not be processed and you will not be notified. Please check the status of the traveler prior to sending the request to Accounts Payable.*

The mileage rate is based on the current Enterprises per mile rate times the actual miles traveled. If your travel occurred outside of the current year, you can enter that year's mileage rate by typing that rate in the field where the current rate is entered.

To find the correct G/L number and description for an expense, please go to the controller's office website under SAP Information, Master Data Crosswalk. Look for the G/L Xwalk and click on the Excel icon for the listing.

The Controller's Office and AP Shared Services websites are listed below. You can find the appropriate forms under Forms, Accounts Payable Travel Unit.

University Finance: http://finance.jhu.edu/

Accounts Payable: http://ssc.jhmi.edu/accountspayable/