Quick Invoice – Employee Reimbursements

As you may be aware, all employee reimbursements for travel and non-travel expenses are now being processed through PeopleSoft using the Quick invoice functionality. Please note the following parameters of submitting requests for these types of expenses.

Non-Travel Reimbursements (Non-travel reimbursements for students are prohibited)

1. Any receipts for the expense
2. A completed Quick Invoice Number Template form - found on the Accounts Payable > Forms website
3. A completed and signed Employee Non-Travel Reimbursement form - found on the Accounts Payable > Forms website

Travel Reimbursements

As was the practice in the past, a Travel Authorization (TR-1) form must be completed BEFORE travel will take place for any overnight trip. All international trips MUST be authorized by the Provost’s office. This document may be held and submitted along the final Employee expense report. Additionally, the following support materials must be attached to the Quick Invoice request in PeopleSoft:

1. Any receipts for the expense
2. A completed Quick Invoice Number Template form - found on the Accounts Payable > Forms website
3. A completed and signed Travel Reimbursement (T&E Expense Invoice) form - found on the Accounts Payable > Forms website
4. If trip is to attend a conference, the conference brochure must be submitted along with the TR-1.