

HOW TO reimburse Guests

<https://mse.engin.umich.edu/internal/howto/>

(updated February 2020)

ALL reimbursements should be processed within **45 days** of... Travel return date OR Hosting event date.

Business Purpose

The University will reimburse Guests for reasonable and necessary expenses incurred in connection with approved business travel. A 'necessary expense' is one for which there exists a clear business purpose and which is within university [expense policy](#) limitations. The business purpose must support or advance the goals, objectives, and mission of the university, and must adequately describe the expense as a necessary, reasonable, and appropriate business expense for the University.

Per Diem

- The per diem policy for all university business travel applies only to travel meals and incidental expenses (not lodging)
- Incidental expenses included in the per diem allowance are things such as hotel mini bar charges and tips to porters, baggage carriers, and hotel staff. Incidental expenses cannot be reimbursed separately as they are included in the per diem allowance rate
- Ground transportation (e.g., taxi, shuttle) to and from airports and railroad stations, and between business meetings while on travel status, is NOT included in the per diem incidentals
- Receipts are NOT required for domestic or foreign per diem expenses

Non-employee (guest / student) travel meal reimbursement and hosted events

- Meal reimbursement for non-employee travel is actual or no greater than per person meal limits of \$25 breakfast/\$25 lunch/\$55 dinner
- While guests are not subject to the per diem policy, units may reimburse per diem instead of actual expenses. Units also have the option to pre-pay per diems for students or guests with the [Stored Value Card Program](#)

NO need for guest or staff to fill out the TBHER form.

NO need for guest to supply their signature, SSC will be required to reach out for a digital signature from the guest.

NO need for guest to complete W9

1. obtain Guest email address
2. obtain complete address for mailing check to guest
3. obtain valid shortcode
4. obtain total cost of reimbursement
5. obtain event itinerary / business purpose ready to **upload**
6. obtain receipt(s) ready for **upload** [see screenshot]
7. obtain email approval from Faculty / Dept. ready for **upload**

TBHER eForm Submission

This form is for submission of expenses to be reimbursed to students or guests of the University of Michigan. Employees of the University of Michigan submit their expenses through the Concur system.

Instructions:

Receipts must be attached for Airfare, Lodging, Ground Transportation and any item over \$75

Please click the paperclip icon in the upper right of the form to add an attachment. Click Choose Files, navigate to the file(s) you'd like to attach, and click Open. Click Attach to include the file in your request. Attached files appear at the top of the page.

use this link to submit guest reimbursement...

https://umichprod.service-now.com/ess/case_rp.do?sysparm_id=f257da7bdba2f200a2bdfe18bf961907

Departmental Information Only

When staff completes form, from link above, click submit, form will go directly to Student & Guest Reimbursement (SGR) team for processing the reimbursement.

W9 would be deleted from SGR team. W9 has sensitive information (SSN) and should not be sent via email, fax is the safest method, but this team does not use W9. Other departments use the W9 for verification but not SGR team.