The August 2014 BRC Blast of the Month

A few quick notes on Non-Employee Reimbursements (NERs)...

Who are “non-employees”

For the purposes of travel reimbursement, a non-employee is someone who does not have a UCOP employment appointment or a University employee ID and thus they cannot be registered in Express. Examples of non-employees include:

- Consultant or contractor working in UCOP office
- Recruitment candidate
- UCOP employee who has separated
- Students
- UC Regent or Regent-designate
- Campus faculty & staff

What you should know about non-employees who travel on University business

- Non-employees are required to comply with the same policy and documentation requirements as an employee traveler.
- Departments can book travel for non-employees in Connexxus to obtain contract rates and benefits ([http://www.ucop.edu/business-resource-center/services/travel-connexxus/connexxus-non-employee.html](http://www.ucop.edu/business-resource-center/services/travel-connexxus/connexxus-non-employee.html)). That way the airfare is direct-billed to the department and the traveler will not be out-of-pocket for those expenses.

Where to find the NER form


What you need to know to process for non-employees in Express (let us know if you need any help)

- Preparers create travel report in their own accounts, not as proxy
- Preparers must select Non-Employee Reimbursement for the Purpose field
- Preparers enter individual’s mailing address information
- Ensure address details are correct; check will be mailed in hard copy

Congratulations to the July Friday Breakfast BRC Listserv Drawing winners –

Matt Leet, Laura Levy, Shirley Bittlingmeier, Angela Hom, Ravinder Singh (Franklin)
Renee Wong, Wendy Arbeit, and Hugh West (Kaiser)

YOU CAN REACH US AT:

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