Process: Non-Employee Refund/Reimbursement Form:

The following process may be used to initiate a one-time non-taxable payment (commonly known as a ‘single payment voucher’) to an entity/individual. Use of this process does not require the creation of a supplier record in UND Marketplace and offers a more customer-friendly process for payment. While each payment must be “one-time”, there are no limits on how many unique/one-time, non-taxable payments may be made to an entity via this process. If the entity is already registered as a supplier in UND Marketplace, you may still opt to use this process for any non-taxable payment to the entity.

Examples of non-taxable payments that can utilize this process:

- Refund of a previously paid expense, such as refunds for canceled conferences, event registrations, ticket purchases, or funds mistakenly deposited to UND.
- Reimbursement of approved travel or business expenses for a non-employee (e.g., candidates for open positions, UND students).

Examples of payments that cannot utilize this process:

- Payments related to the university receiving goods or services
- Payments to research participants
- Stipends
- Refunds of student account charges (including tuition and fees, housing, etc.)
- Payments of prizes and awards

Note: The payments issued as a result of this process will be made via check only. Checks are mailed once weekly (generally Friday) by Procurement & Payment Services. If payment via ACH/direct deposit is required/desired, the standard UND supplier setup (including W9 and ACH/Direct Deposit form) and payment request processes must be followed.

A description and justification of why the money is being paid out must be provided and backup documentation supporting the payment (e.g., the Non-Employee Travel Expense Worksheet) must be attached to this form.
Procedure: Non-Employee Refund/Reimbursement Form:

NOTE: Fill out all required information, indicated by the *, before progressing. If you attempt to go back after going to cart, your information will be erased. You will then have to start completely over.

1. SECTION: 'Remittance Information'
   a. Supplier: 'UND REFUNDS REIMBURSEMENTS'
   b. Include the full name, address, email, and phone contact information of the recipient of the one-time payment. (This is where the check will be mailed).

2. SECTION: 'Invoice Information'
   a. Because there is not an actual invoice from the payment recipient, in this section enter EITHER the original transaction information (if this is a refund), or the receipt/per diem information (if this is a non-employee expense reimbursement).

   ![Invoice Information](image)
   
   **NOTE:** if this is a refund, provide the original transaction identifier and date here. If this is non-employee reimbursement, provide date expenses were last incurred here.

   `Supplier Inv # *`

3. SECTION: 'Invoice date'
   a. Date that the purchase occurred/date from the receipt, or the date of the original transaction being refunded.

   **Note:** For multiple receipts from different dates, please include information in 'Payment Justification/Description' and include attachments of all receipts in the Attachments section.

4. SECTION: ‘Attachments’
   a. Include all required documentation here as follows:
      i. Refunds: provide documentation of the original transaction (such as screen shots from Peoplesoft or the finance system of record).
      ii. Non-employee reimbursement: provide backup documents, including the Non-Employee Travel Expense Worksheet, copies of receipts, or per diem information.

   ![Attachments](image)

5. SECTION: ‘Items’
   a. Itemize each transaction as it shows on the receipt or original transaction detail.

   ![Items](image)
   
   b. Once finished and all information is entered – Select the button ‘Add and go to Cart.’

   ![Add And Go To Cart](image)

   c. Another option is selecting the drop-down arrow to the side and selecting ‘Add to New Cart’ - this will allow you to continue if you have items in the current cart. This keeps the two separate and allows you to continue with minimal issues.
NOTE: Fill out all required information, indicated by the *, before progressing. If you attempt to go back after going to cart, your information will be erased. You will then have to start completely over.

6. The next screen is the shopping cart. Ensure that the total amount is correct.

![Shopping Cart](image1.png)

7. If this amount is correct, UND Marketplace ‘Shoppers’ must ‘Assign Cart’ (Step 8) to who will process the requisition; those with the Requester role in UND Marketplace may ‘Proceed to Checkout’ (Step 9) to submit the request.

![Assign Cart](image2.png)

8. Shoppers – To assign a cart

   a. Select ‘Assign Cart’ then on the pop up, hit ‘Search’, find the appropriate contact, select their user name and then ‘Assign’ it to them.
   
   b. It is recommended to add a note, so the assignee know any pertinent information needed to complete the requisition.
9. Requesters – After you Proceed to Checkout
   a. Fill out the business purpose under the general information. The IT Non-Standard and Software name are not required fields, and the form will let you proceed without any text in those fields.

   ![Business Purpose Form](image1.png)

   i. b. Shipping information
      i. Add the shipping address of the department who is paying.

   ![Shipping Form](image2.png)

   c. Accounting Codes: Account, Department, Fund-Dept as appropriate to pay for the refund or non-employee reimbursement.

   ![Accounting Codes Table](image3.png)

10. Double check that everything is accurate and filled out – then 'Place Requisition.' Notifications will be received within UND Marketplace on the status of the Non-Employee Refund/Reimbursement Form as it progresses through the workflow.

As always – reach out to Procurement and Payment Services with any questions, concerns, or clarification needed. If you have suggestions for how to better these instructions, please submit those to und.pps@und.edu as well.