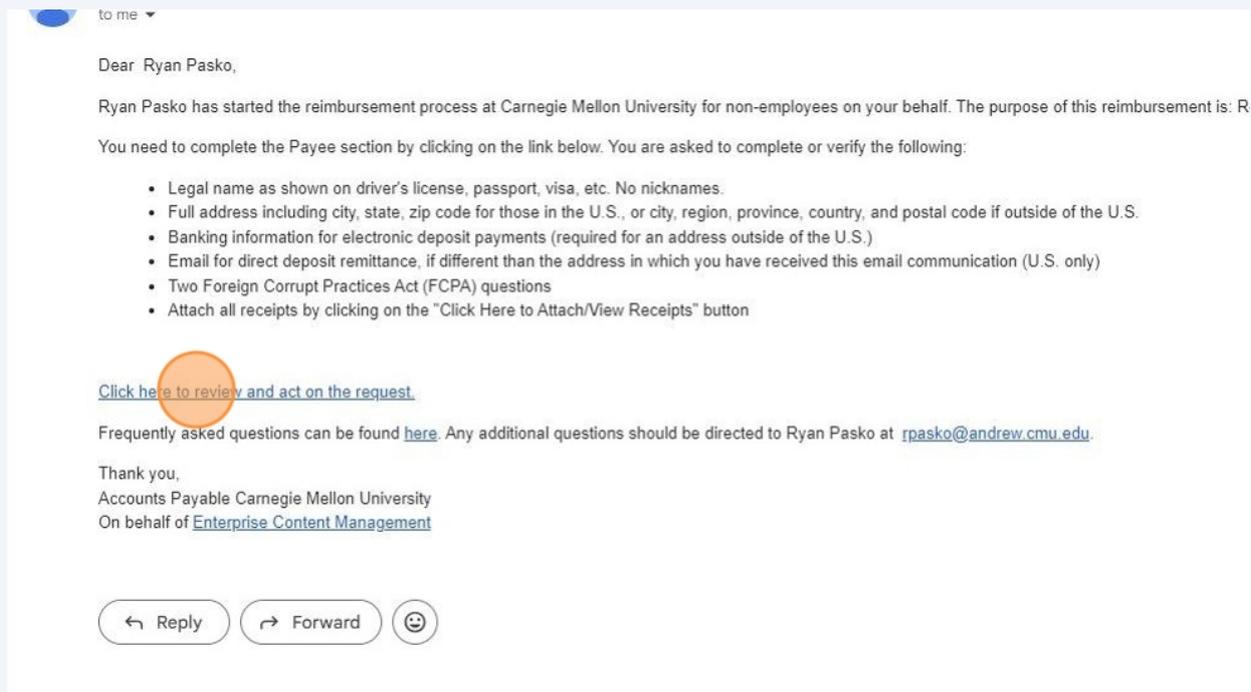


Completing the Payee Non-Employee Expense Report (NEER) form

1

As the payee, you will receive an email letting you know a reimbursement has been started on your behalf. Click the "Click here to review and act on the request" link to start your part of the NEER form.



2 Read through the instructions for the form and then click the "NEXT" button

You are accessing this form in the test environment. Submissions are for testing purposes only.

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Carnegie Mellon University Non Employee Expense Reimbursement Details

Instructions

A non-employee expense reimbursement was initiated on your behalf. To proceed with the reimbursement request, click Next and enter the requested payment details. Upon submission, the preparer will be notified and further the request.



3 You have the option to proceed or cancel the reimbursement if it is no longer needed. Click the "Yes" radio button to start your NEER form.

The system also has an auto cancelation feature that will cancel the reimbursement if nothing is done with the form for 30 days.

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Carnegie Mellon University Non Employee Expense Reimbursement

Payee Cancel Option

Would you like to proceed with this reimbursement request? *Required*

Yes
 No

Selecting No and submitting this form will result in the request being cancelled.

PREVIOUS

4 Click the "NEXT" button to move to the next page

Carnegie Mellon University Non Employee Expense Reimbursement Details

Payee Cancel Option

Would you like to proceed with this reimbursement request? *Required*

- Yes
- No

Selecting No and submitting this form will result in the request being cancelled.

PREVIOUS

NEXT

5 Click the "Legal First Name" field and type your first name

Carnegie Mellon University Non Employee Expense Reimbursement Details

NEX - Payee Information

Legal First Name *Required*

Legal Middle Name

Legal Last Name *Required*

6 Click the "Legal Middle Name" field and type your middle name if desired

NEX Payroll Information

Legal First Name *Required*

Ryan

Legal Middle Name

Legal Last Name *Required*

7 Click the "Legal Last Name" field and type your last name

Legal Middle Name

Legal Last Name *Required*

Do you want to be reimbursed via check or direct deposit? *Required*

Please Select

8

Click the dropdown and choose if you want to be reimbursed via check or direct deposit.

Note*: If you elect to be paid via check, you will be reimbursed in USD only.*

Legal Last Name *Required*

Pasko

Do you want to be reimbursed via check or direct deposit? *Required*

Please Select



Payee Address

Address Line 1 *Required*

9

Your full address is required, which must include street address, city, state, and zip code for U.S. addresses. For addresses outside of the U.S., ensure you include city/region/province and country, as well.

Click the "Address Line 1" field and type in the first line of your address. If needed, click on "Address Line 2" and type in more of your address.

Do you want to be reimbursed via check or direct deposit? *Required*

Check

Payee Address

Address Line 1 *Required*

Address Line 2

10

Click the "Address Line 3" field and type in the city, state, and zip code if you're in the U.S. or city/region/province and country if you're outside of the U.S.

Note*: Address Lines 1 and 3 are required*

Address Line 2

Address Line 3 *Required*

PREVIOUS

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Click the "NEXT" button to move to the next page of the form

Address Line 2

Address Line 3 *Required*

Pittsburgh, PA 15234

PREVIOUS

NEXT



The next two steps show the page if "Direct Deposit" was chosen instead of "Check."

To see the next page if the "Check" option was chosen skip to step 14.

Do you want to be reimbursed via check or direct deposit? *Required*

Please Select ▼

Please Select

Check

Direct Deposit

12 Click each field and type in the required information

Carnegie Mellon University Non Employee Expense Reimbursement Details

NEX - Payee Bank Information

By submitting this form, you authorize this reimbursement to be electronically deposited into the following account:

Bank Name *Required*

Name as it appears on the account *Required*

Payee's name must be on this bank account.

Email for direct deposit remittance *Required*

Reenter Email *Required*

13 Direct Deposit banking information continued

Reenter Email *Required*

ACH Routing Number or Swift Code *Required*

Account Number or IBAN Number *Required*

Transit, BSB, or Sort Code

Which currency are you being reimbursed in?

The specified bank must accept this currency.

14

Click "DROP FILES HERE OR CLICK TO UPLOAD" area to upload any receipts that support the expenses you are requesting reimbursement for as needed. The Carnegie Mellon University preparer that you are working with can also upload receipts on your behalf if they have them.

Carnegie Mellon University Non Employee Expense Reimbursement Details

NEX Payee Receipts

Attach Receipts

DROP FILES HERE OR CLICK TO UPLOAD.

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NEXT

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A preview image of the receipt will be seen once it is uploaded

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Carnegie Mellon University Non Employee Expense Reimbursement Details

NEX Payee Receipts

Attach Receipts



[Remove file](#)

16 Click the "NEXT" button to move to the next page

NEX Payee Receipts

Attach Receipts



[Remove file](#)

PREVIOUS

NEXT

17 Click the "Are you a United States Citizen or a Taxing Resident" dropdown and answer "Yes" or "No" to the question

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Carnegie Mellon University Non Employee Expense Reimbursement Details

NEX - Payee Citizenship Information

Are you a United States Citizen or a Taxing Resident? *Required*

Please select...



Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU? *Required*

Please select...



Are you (or a family member) an official of a foreign government? *Required*

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Click the "Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU" dropdown and answer "Yes" or "No" to the question

NEX - Payee Citizenship Information

Are you a United States Citizen or a Taxing Resident? *Required*

Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU? *Required*

Are you (or a family member) an official of a foreign government? *Required*

By submitting this form for payment, the payee acknowledges that she/he, (i) has reviewed and acknowledges the university's FCPA guidance (<https://www.cmu.edu/ogc/Guidance/fcpa/index.html>); and (ii) certifies that to the best of their knowledge and belief the information contained in this

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Click the "Are you (or a family member) an official of a foreign government" dropdown and answer "Yes" or "No" to the question

Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU? *Required*

Are you (or a family member) an official of a foreign government? *Required*

By submitting this form for payment, the payee acknowledges that she/he, (i) has reviewed and acknowledges the university's FCPA guidance (<https://www.cmu.edu/ogc/Guidance/fcpa/index.html>); and (ii) certifies that to the best of their knowledge and belief the information contained in this form is true and correct.

PREVIOUS

NEXT

20 Click the "NEXT" to move to the review page

Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU? *Required*

No

Are you (or a family member) an official of a foreign government? *Required*

No

By submitting this form for payment, the payee acknowledges that she/he, (i) has reviewed and acknowledges the university's FCPA guidance (<https://www.cmu.edu/ogc/Guidance/fcpa/index.html>); and (ii) certifies that to the best of their knowledge and belief the information contained in this form is true and correct.

PREVIOUS **NEXT**

21 Review all of the information that has been entered on the form

Page: NEX - Payee Information

Legal First Name Ryan

Legal Last Name Pasko

Do you want to be reimbursed via check or direct deposit? Check

Payee Address

Address Line 1 123 Street Blvd.

Address Line 3 Pittsburgh, PA 15234

22 Review all of the information that has been entered on the form (cont.)

Address Line 3 Pittsburgh, PA 15234

Page: NEX Payee Receipts

Attach Receipts 09_receipt_4.PNG

Page: NEX - Payee Citizenship Information

Are you a United States Citizen or a Taxing Resident? Yes

Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU? No

Are you (or a family member) an official of a foreign government? No

23 Once everything is correct, click the "SUBMIT FORM" button

Attach Receipts 09_receipt_4.PNG

Page: NEX - Payee Citizenship Information

Are you a United States Citizen or a Taxing Resident? Yes

Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU? No

Are you (or a family member) an official of a foreign government? No

PREVIOUS **SUBMIT FORM**

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The last page is a confirmation page letting you know the form is complete and has been submitted back to the university preparer for further action

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Carnegie Mellon University Non Employee Expense Reimbursement Details

Thanks for completing this form.

Non Employee Expense Report NEX000170 has been submitted to the preparer for further action.