



# PRE-APPROVALS & REIMBURSEMENTS FOR NON-EMPLOYEES

Only employees have profiles within Chrome River, for non-employees cannot access the system. Therefore, a VCU employee will have to process the authorization/reimbursement for the individual. The Delegate functionality is not available because non-employees do not have profiles.

**Who is considered a non-employee?** Students, student workers, and visiting guests

## STEP BY STEP

①

### Process a Pre-Approval for your non-employee, if necessary

- Include the non-employee's name in the Pre-Approval Title
- Select "Non-employee" as the payee

②

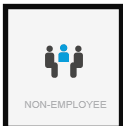
### Ensure that the non-employee is set up in Chrome River for reimbursement

- Using the steps outlined in step 3 below, open a new expense report, select a report type and business purpose (you will not be saving this report) and search for the non-employee by searching for his/her V# in the payee drop down. If the non-employee is in Chrome River, confirm with the traveler that the "Remit to" address in Banner (FTMVEND) is correct.
- If the individual is not in Chrome River, submit a vendor request through RealSource, using the appropriate form (see additional cheat sheets). The non-employee will appear in Chrome River the following business day. (**Note:** If the individual has a foreign address, completed wire transfer documentation is required with each expense report.)

③

### Complete an Expense Report for the non-employee

- In a new expense report, complete the report header, ensuring to include the traveler's name in the Report Title; click <Save> to and begin entering expenses
- Click on the Non-Employee Tile from your Chrome River mosaic
- Search by beginning to type the non-employee's V# in the payee field, as you enter the V#, Chrome River will search for the non-employee; select him/her from the Payee drop-down menu. (**Note:** If the traveler has a foreign address, ensure there is a "WT" next to the employee name. If not, contact Travel Services for assistance.)
- Populate the date, payee, and index fields and click itemize. This will take you to the non-employee expense mosaic where you can start entering expenses. Pro-Tip: Let Chrome River do the math for you! Once all of your expenses are added, the total reimbursement request will show as "Remaining". Click <Done>, then <Edit>, and enter the amount "Remaining" in the Amount field (as a positive number). The amount remaining should be "0.00" to reflect all expenses have been entered.



④

### Complete an Expense Report for the non-employee

- Email the PDF Report of the expense report to the non-employee for approval.
- Have the guest sign the PDF report (wet/live signatures only) or "electronically sign" in a reply email (ex. "Yes, \$xxx is the correct amount.") Attach the signed PDF or the emails (sent/response) to the expense report.
- Submit the report

Questions? Email [travel@vcu.edu](mailto:travel@vcu.edu)



# VCU Procurement Services



## Vendor Requests for Chrome River Non-Employee Reimbursements

Chrome River  
Guest Traveler

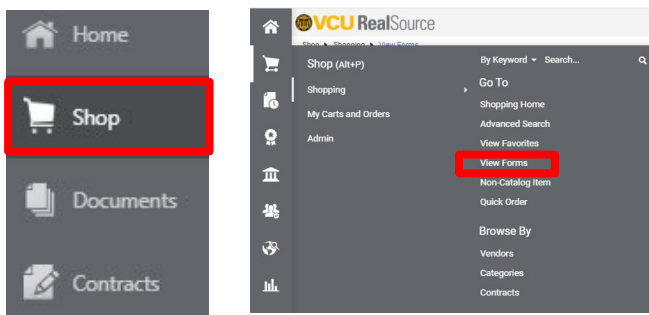
HAS V#

To add an individual, who has been assigned a V# (ie student) to Chrome River as a non-employee payee, submit a new vendor request in RealSource:

### Step-by-Step

#### 1 In RealSource, navigate to View Shopping Forms:

- Shop —> View Forms —> Existing Vendor Request or Use Student Request Form for current Students



#### 2 Begin Request

- Click Submit Request
- Click Next
- After clicking *Submit*, read instructions and click *Next*
- Provide requested information in Existing Vendor Request form.
- Answer Yes to "Is this for a Chrome River guest reimbursement only"**

##### Questions - Vendor Information

Request Actions History ?

★ Response Is Required

##### Vendor Information

Please select the nature of your request: \*

- ☒ Activation of RealSource OR Banner Vendor
- ☐ Student Request
- ☐ Individual Address Update

Is this a Chrome River reimbursement request?

- ☒ Yes
- ☐ No

Vendor V Number \*

Vendor Email Address \*

Name of Vendor \*

#### 3 Complete Request

- Once all required information has been entered, click *Next*
- If there's a green check under "Progress" click *Submit*

##### Review and Submit

Request Actions History ?

✓ Required Fields Complete

Section

Progress

Questions

✓ Required Fields Complete

< Previous

Add to Favorites

Submit

< Previous

Save Progress

Next >



# VCU Procurement Services



## Vendor Requests for Chrome River Non-Employee Reimbursements

**Chrome River  
Guest Traveler  
Non-Student**

To add an individual to Chrome River as a non-employee payee, submit a new vendor request in RealSource:

### Step-by-Step

#### 1 In RealSource, navigate to the Vendor Request Form:

Vendors → Requests → Request New Vendor

The screenshot shows the 'Vendors' menu on the left with 'Requests' highlighted. The 'Requests' sub-menu is expanded, showing 'Request New Vendor' and 'My Vendor Requests', with 'Request New Vendor' highlighted.

#### 2 Begin Request

- Select *Individual Vendor Request*
- Enter non-employee's name\*
- After clicking *Submit*, read instructions and click *Next*
- Provide requested information in Vendor Request Form

\*Last Name, First Name MI.

The screenshot shows the 'Request New Vendor' form. The 'Select a vendor request form' dropdown is set to 'Individual Vendor Request'. The 'Vendor name' field contains 'River, Chrome'. The 'Instructions' tab is selected at the top. A red box highlights the 'Next >' button at the bottom right.

#### 3 Complete Request

- Answer Yes to "Is this for a Chrome River guest reimbursement only"
- Click Next
- Review and complete by certifying and clicking *Complete Request*

The screenshot shows the question 'Is this for a Chrome River guest reimbursement only?'. The 'Yes' option is selected in the dropdown menu.

#### NOTE:

- W9 or W8 not required if request is for Chrome River reimbursement only
- For foreign guest, use 999-99-9999 as Tax ID Number

#### Review and Complete

The screenshot shows the 'Review and Complete' section. It includes a progress bar indicating 'Required fields complete'. Below this, there are sections for 'Section' and 'Progress' with links for 'Instructions' and 'Questions'. The 'Certification' section contains a checkbox for 'I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.' and a 'Required' label. At the bottom, there are 'Previous' and 'Complete Request' buttons.

#### Questions - Individual Overview

##### Individual Information

Vendor Name \*  
River, Chrome

Tax ID Number \*  
999999999

Vendor Contact Email Address \*  
travel@vcu.edu

Vendor Phone Number \*  
804-828-1077

Vendor Street Address \*  
912 W. Grace St.

Vendor Street Address Line 2  
5th Floor

City \*  
Richmond

State \*  
VA

ZIP \*  
23219

Country \*  
United States