eBERF Preparer’s Guide

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eBERF Introduction

All expenses incurred while in travel status on official University business must be accounted for on an electronic Business Expense Reimbursement Form (eBERF). The eBERF is used to obtain reimbursement of personal funds and to account for the amounts charged to the University Travel Card. All eBERFs must be submitted in accordance with the University’s Travel and Reimbursement Policy (D015E): [http://www.miami.edu/controller/policies/D015E.pdf](http://www.miami.edu/controller/policies/D015E.pdf). Additionally, travel and business expenditures on grant accounts must be compliant with Office of Research Administration guidelines, should those guidelines be more restrictive than the University’s general policies and procedures.

**Note:** Where a more standardized procurement method is available for purchases, the eBERF should not be used. Such methods include Purchase Requisitions and PCard.
Definitions

- **eBERF** – electronic Business Expense Reimbursement Form.
- **Preparer** – The person who creates and submits the eBERF.
- **Requester (aka Payee)** – The UM employee who incurred the expenses. All out of pocket expenses entered will be reimbursed to this person. All approved Travel Card charges for this person will be paid by UM to U.S. Bank on their behalf.
  
  *Note*: Because UMeNET access is only granted to University employees, students and other non-University employees cannot be reimbursed using eBERF.

- **Out of Pocket expense** – An expense that was paid for by the Payee with cash or on their personal credit card. All Out of Pocket expenses should be marked as Paid By Employee. The approved Out of Pocket expenses will be reimbursed to the Payee when the eBERF is fully approved.

- **Travel Card Charge** – An expense that was charged to a University Travel Card. All Travel Card Charges must be reconciled in an eBERF and fully approved in order for UM to send payment on behalf of the cardholder/payee to U.S. Bank.

- **Itemization** – Converting the total hotel amount into a daily list of expenses.

- **Advanced Purchase** – When reimbursements for airfare expenses and hotel deposits are requested *prior* to traveling. These items will be flagged as advanced purchases and must be reconciled in a separate eBERF upon completion of the trip.

- **Approver** – Any employee who is listed in the eBERF approval flow. Approvers are required to review the eBERF for accuracy before the reimbursement or Travel Card payment will be processed.

- **eBERF Final Approver** – The last approver listed in the eBERF approval flow. This approver will always be either Disbursements or one of the Office of Research Administration offices. Reimbursements will not be processed unless the all pertinent receipts and backup documentation are legibly attached to the eBERF.
Create an eBERF

This section outlines how to login to UMeNET to create a new eBERF.

1. Login to Ariba by visiting [https://enet.miami.edu](https://enet.miami.edu).

2. Click on eBERF tab.
3. Click on the **Create** option from the Actions Toolbar. Then select **eBERF**.

4. Complete the **required Summary fields**: Report Title, Expense Report Type, Payee, Start Date, End Date, and Business Purpose.

   - **Report Title**: Change to a unique title that describes the contents of the eBERF.
   - **Expense Report Type**: Choose between Standard and Relocation expense report type. Relocation should only be selected when reimbursing a new hire for moving expenses.
   - **Payee**: Enter the name of the person to be reimbursed or the Travel Cardholder.
To search for a Payee:

1. Click the Payee dropdown arrow and select **Search for more...**

2. Choose the appropriate Search **Field**, i.e. Name.

3. Enter the search criteria then click the **Search** button.

4. Click the **Select** button next to the correct name.

- **Start Date and End Date**: Indicate the date range for the expenses that will be entered.
- **Business Purpose**: Include an explanation that justifies why the expenses/charges should be charged to a University account.
Create Expenses

There are two types of expenses that can be added to an eBERF: out of pocket expenses and Travel Card charges. The following sections will describe how to add an Out of Pocket expense and how to add a Travel Card charge to an eBERF.

Add Out of Pocket Expenses

1. Once the Summary information is completed, click the **Add Item** tab. Then select the **desired expense type**. For this example, Supplies is the desired expense type.

2. Complete all the **required fields** for the expense type, including but not limited to: Transaction Date, Paid By, Amount, City, Vendor, Purpose, and Accounting. Then click **Done**.

- **Transaction Date**: Enter the date the expense was incurred.
- **Paid By**: Indicate who incurred the expense. **Paid By Employee** means the employee incurred the expense and needs to be reimbursed. **Paid By University** means that the expense has already been paid by UM.
- **Amount**: Indicate the total for the expense that should be charged to a UM account.
- **City**: Specify the City where the transaction occurred.
- **Vendor**: Specify which company the expense was purchased from.
- **Purpose**: Indicate how the expense relates to University business.
- **Accounting**: Enter the University account(s) and object code(s) where the expense should be charged.

To enter Accounting Information:

1. Click the **Edit** button.

2. Enter the appropriate University account number.

3. Enter the appropriate University sub object code. To see a list of acceptable codes, click the **select** link. Then click the **Done** button.

3. Once all the required fields are completed, click the **Done** button.
4. The Amounts above the Expense Table have changed to reflect the added expense. $100.00 was added to the Reimburse Amount. If this were to get fully approved as is, the Payee will receive a $100 reimbursement.

**Reconcile Travel Card Charges**

Travel Card Charges are reconciled in an eBERF using the **Charges** tab.

When reconciling a charge for yourself, the Charges tab will appear as long as you have a pending Charge waiting to be reconciled. When reconciling a charge for another person three things need to happen before the Charges tab will appear:

1. You need to be assigned as the cardholder’s Charge Viewer: [http://www.miami.edu/accounts-payable/Disbursement/Assign_Travel_Card_Charge_Viewer_upgrade.pdf](http://www.miami.edu/accounts-payable/Disbursement/Assign_Travel_Card_Charge_Viewer_upgrade.pdf)
2. The Payee selected needs to be the Travel Cardholder.
3. The cardholder needs to have pending charges in the system.

The following section will describe the three types of Travel Card Charges and how each of them should be reconciled in an eBERF: 100% Business Related, Partially Personal, 100% Personal.
1. From the Charges tab, select the desired charge and click the Add Charges button.

2. Review the expense type to ensure it is the most appropriate. If necessary, change the expense type by clicking the Expense dropdown arrow, and then select the appropriate expense type. In this example, Car Rental needs to be selected.

3. You will notice most of the required fields are automatically entered by the system. Complete all remaining required fields, which will be flagged with a red asterisk (*). In this example, the only missing field is Accounting. Then click the Done button.

4. The Amounts above the Expense Table have changed to reflect the added charge. $235.18 was added to the Travel Card Amount. If this were to get fully approved as is, the University would pay $235.18 to U.S. Bank on the Payee’s behalf.
1. From the Charges tab, select the desired charge and click the **Add Charges** button.

2. Review the expense type to ensure it is the most appropriate. If necessary, change the expense type by clicking the Expense **dropdown arrow**, and then select the **appropriate expense type**. In this example, Entertainment – Meals needs to be selected.

3. You will notice most of the required fields are automatically entered by the system. Complete all remaining required fields, which will be flagged with a red asterisk (*). In this example, the missing fields include Meal Type, Purpose, Attendees, and Accounting. Then click the **Itemize** button.
4. On the Add Itemized Item tab, select the **same expense type** from the list. To continue with this example, Entertainment – Meals needs to be selected.

5. Change the **Amount** field to equal the **business-related amount** of the expense.

6. Then complete the remaining required fields. For this example, it would include Meal Type, Purpose, and Attendees. Then click the **Done Itemizing** button.
7. The Amounts above the Expense Table have changed to reflect the added charge. $72.50 was added to the Travel Card section and $19.63 was added to Unapproved.

**Note:** The University will only send payment for the approved Travel Card charges (this amount will appear in Travel Card). The Travel Cardholder is responsible to send the Unapproved Amount to U.S. Bank before the billing to date.

**100% Personal**

1. From the Charges tab, select the desired charge and click the **Add Charges** button.

2. Review the expense type to ensure it is the most appropriate. If necessary, change the expense type by clicking the Expense **dropdown arrow**, and then select the **appropriate expense type**. In this example, Other is the most suitable expense type.

3. To mark this as personal, change the **Personal** field to **Yes**.
4. You will notice most of the required fields are automatically entered by the system. Complete all remaining required fields, which will be flagged with a red asterisk ( * ). In this example, the only missing field is Accounting. Then click the **Done** button.

**Note:** eBERF requires an account number for all expense types, even those that are marked Personal. Be aware that this expense will not be charged to any University account because it has been marked “Personal”.

5. The Amounts above the Expense Table have changed to reflect the added charge. $5.00 was added to the Unapproved section.

**Note:** The University will only send payment for the approved Travel Card charges (this amount will appear in Travel Card). The Travel Cardholder is responsible to send the Unapproved Amount to U.S. Bank before the billing to date.
Once all of the expenses have been entered, click the Continue button.

You will then be brought to the Summary screen, which contains most of the information from the previous Summary section. It also includes Advanced Purchase Reconciliation and Direct Deposit Account.

- **Advanced Purchase Reconciliation**: This field provides a list of all outstanding advances that can be reconciled in a given eBERF.
To reconcile an Advanced Purchase:

1. Click the **select** link for Advanced Purchase Reconciliation.

2. Check off the advances that should be reconciled on this eBERF. Then click the **Done** button.

3. The selected advances now appear below the Payee name.

- **Direct Deposit Account**: Choose which account to have your reimbursement direct deposited to: Primary or Secondary Payroll account.
- **Comments**: Enter exceptions or additional instructions to facilitate the eBERF approver’s review.
- **Amounts**: This section summarizes the amounts to be charged to a University account.
  - **Company Expenses**: The total amount of expenses included on the eBERF.
  - **Unapproved**: The total of any rejected Travel Card charges. The Travel Cardholder is responsible to pay this amount directly to U.S. Bank before the billing due date.
  - **Reimbursement Amount**: The total amount the Payee will be reimbursed.
Travel Card: The total approved Travel Card amount. The University will pay this amount directly to U.S. Bank based on the Travel Card Cycle Schedule once the eBERF is fully approved.

Add Attachments

Preparers are required to scan and attach all pertinent receipts and backup documentation needed to review each eBERF. When images have been scanned and attached, please ensure the following:

- Images are clear and of good quality
  - To ensure the highest possible image quality, the Controller’s Office recommends saving all documents as PDF files before attaching them to an eBERF.
- Receipts must show itemize expenses, when applicable

Do not discard of any original documents until the eBERF has been fully approved. Receipts may need to be rescanned to support the review and approval process (i.e. blurry or unreadable attachments).

NOTE: Each eBERF is limited to a total attachment size of 10MB. Ensure all required documentation is less than this 10MB limitation.

1. After the documents have been scanned and saved to your computer, click the Add Attachment button.

2. Click the Browse... button.

3. Locate and select the desired file. Then click the Open button.
4. Then click the **OK** button.

The document will then appear on the eBERF Summary screen.

**Navigation Buttons**

Once all of the required information has been entered, click the **Submit** button.

**Note:** To go back to the expenses section, click the **Go to Items** button.

You will then be brought to this confirmation screen:
**Original Backup Documentation**

The Final eBERF approvers, Disbursements and the Office of Research Administration, *no longer* require that original backup documents be sent to them via interoffice mail. All approvers will now review and approve reimbursements based on the documents attached to the eBERF. It will be the department’s responsibility to act as custodian of records for backup documentation. Please consult with your business office to see how they have decided to manage this process. Someone in the department (i.e. the submitter or business office) must hold onto original receipts and backup documentation for a given reimbursement until the eBERF has been fully approved (in the event the backup needs to be rescanned). Once fully approved, the paper documents can be appropriately disposed of.

**eBERF Printout**

The eBERF printout contains a quick summary of important eBERF information, including but not limited to:

- Payee Name
- Reimbursement Amount
- Approved Travel Card Amount
- Unapproved Travel Card Amount
- Expense Type for each line item
- Account Summary
- Approval Flow

To pull up the printout, click the **Print a copy of this report** option.

![eBERF Printout Image](image-url)
Approval Flow

Reimbursements and payments to U.S. Bank will not be processed until everyone in the eBERF approval flow has reviewed and approved the document. The eBERF approval flow is determined by (1) the person being reimbursed and (2) the accounts being charged. The approval flow will be built off of the following rules:

- **Payee** will always need to approve when the eBERF is created on their behalf.
- **Supervisor** approvers are pulled from DHRS. If the incorrect Supervisor appears in the eBERF approval flow, contact your HR representative to update this information in DHRS.
- **Department Administrators** will only be asked to approve if the Payee does not have an active supervisor listed in DHRS.
- The **Final eBERF Approver** will change depending on what accounts are being charged. This approver will either be Disbursements or the Office of Research Administration.

**Note:** The Submitter is responsible for following up on the approval flow to ensure the eBERF gets fully approved.