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Department of Global Health
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GHP AP Refresher Course



GHP's AP Refresher Outline

- GHP AP Team Standard Operating Procedure (SOP)
 - GHP AP Tracking Sheet
 - Turn around time for AP submission
- Concur
 - Employee Reimbursement – Chinwe
 - Citibank Corporate Card – Vianny
- Buy2Pay (B2P) – Jonathan
- Resources and Links
- Questions



GHP AP Team Standard Operation Procedure

- AP Tracking Sheet
 - Tracking sheet is an Excel file that logs all received AP items and is distributed among the AP team according to AP team member's portfolio
 - AP items consists of employee reimbursements, corporate card payments, Non-Employee Reimbursements (NERF), invoices, subcontract payments, honoraria, stipends, etc.
 - Updated daily
- GHP AP team turn around time for processing
 - Concur – 10 days* after AP team receives the report and at every approval stage.
 - Employee reimbursements, Citibank corporate card payments
 - Buy2Pay – 30 days* after AP team receive the payment request
 - NERFs, invoices, subcontract payments, honoraria, stipends, etc.
 - Buy2Pay Market Place Orders – discussed in B2P section

*All documents provided, no outstanding issues and vendor is active (B2P only)



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GHP Presentation – Concur Employee Reimbursement Refresher



GHP's Concur Refresher

Processing Employee reimbursements (travel and non travel related expenses) through Concur

- This is available for all Harvard benefits eligible employees only.
- Non-Harvard employees will submit for reimbursement via B2P using a non employee reimbursement form also known as a NERF.



Benefits of Concur

Electronic capture of receipt images

- Reimbursed can use the mobile app to upload photos of their receipts and no longer worry about keeping track of them (not for proxy preparers)
- Reduces paperwork and processing time
- **Incorporates Harvard Policies and Guidelines**
 - Calculates per diem

Alerts:

- If you have not uploaded any paperwork.
- If you are outside the university policy for submission.
- Excessive spending.

How to set up your Concur profile

Log into Concur

1. Go to the [Concur Homepage](#)
2. Click the link titled **Click to Access Concur** (top right-hand side of the page).
3. Your HarvardKey authentication page will appear. Login.
4. Concur Travel and Expense will automatically load.

Confirm Personal Information

After logging into Concur with your HarvardKey, the Concur Home page appears.

Reimbursement Timeliness according to Harvard's Policy

- Harvard will reimburse allowable expense to employees who:
 - a. Have paid or incurred allowable expenses while performing services on Harvard's behalf,
 - b. Provide adequate substantiation to Central University Financial Services for these expenses within 90 days of the transaction date. Often, schools/tubs require reimbursements to be submitted sooner to allow for processing time; check your local unit's policies.

If UFS receives receipt report in:	Result:
0-90 days after transaction date (preferably within 60; expenses on the Corporate Card should be paid by statement due date)	Reimbursement without tax implications to reimbursee
91-182 days after transaction date	Reimbursement will be treated as income to the employee and must be processed via Payroll. Reimbursement will be processed as additional pay and taxes will be withheld; departments must include an Additional Pay for with reimbursement request. Payments may NOT be grossed up.
183+ days after transaction date	Expenses will NOT be reimbursed with University funds.



To reimburse an expense according to Harvard's policy

Ensure expense is allowable. For Harvard to reimburse an expense **without tax implications to the recipient, the expense** must be:

- A) Ordinary**, meaning common and accepted in the normal course of University activities;
- B) Necessary**, meaning appropriate in nature and amount and;
- C) Business related**, meaning not a personal expense.
- D) Harvard business purpose**: 5 W's: Who, What, Where, When and Why



Concur Payment Timeline

To submit a for a reimbursement the expense will have had to have been incurred and has occurred.

For example (travel submission):

If a conference is for September 30th and the ticket was purchased sometime in July, submission for the conference ticket and all expenses related to this event (air ticket, hotel accommodation, per diem) will be submitted on or after the 30th of September.



Documents needed to get reimbursed

- Confirmed and paid for travel tickets including itineraries
- Travel registration with International SOS (international travel only)
- Receipts for purchases; in the case of a missing receipt, use the Missing Receipt Affidavit (MRA)
- Supervisor approval for purchases

Where is my reimbursement? Why is it taking so long? Why is the report sent back to me?

- If returned by AP, we would follow up with an email explaining why the report was returned. This could range from:
- The Concur banner not labeled properly.
- Not itemizing and using the Harvard business expense rule (5 W's).
- Sending your report before the expense has accrued/occurred.
- Concur delegates, please use the ready to review button, this alerts the P.I that the report is ready.
- Submitting no /wrong paperwork/ submitting the report late.
- Not following the rules around your award type; especially Federal awards.



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Approval process

- Submission of Concur report to the AP Team through Concur
- AP>Grants Manager>Team Leads>Central AP



GHP Concur Corporate Card Refresher

Approval Process once report has been submitted





Required Documentation

- Citi Bank Statement
- Itemized receipts for all Business meals
- Receipts for purchases over \$75
- Travel Itinerary if traveling
- Hotel folio if staying in a hotel
- International SOS email (Due to COVID) for international travels



Key Time Frames

- Citi Bank Statements get released on the 16th of each month
- **Statement period:** Run from the 16th of the previous month to the 15th of the current month.
- *Example: September 2022 Statements are from August 16th- September 15th*
- 5-7 business days to submit reports in Concur to the AP Team



Naming Convention for Corporate Card Concur Report Submission

- The standard naming convention for all corporate card concur report submissions should be the following:
- First Initial, Last Name, Statement Month*, Year, “CC” (Corporate Card)
- For example, the September 2022 Statement for John Smith should be written as:
 - J.Smith_September 2022 CC

Late Fees & Personal Expenses

- Late fees are treated as Personal Expenses which are Non-reimbursable and should be paid as soon as possible
- Users must pay personal expenses (including late fees) incurred by sending the payment directly to Citibank
- Payment Methods:
 1. Electronic: through the Citi Bank website. (*preferred method*)
 2. Checks: mail the check to Citi Bank with a copy of the statement



Missing Receipt Affidavit (MRA)

- Cardholders can only complete an electronic version in Concur of MRA for their expense report.
- Delegates can only submit a PDF version of the MRA as a receipt attachment

International SOS

- Requirement for corporate card payments that have any international travel expenses
- Travelers booking tickets through a Harvard-preferred vendor (Ex. Egencia, Travel Collaborative, BCD Travel, or Milne Travel) are automatically registered with International SOS
- Travelers booking tickets through the airline directly or using other, non-preferred agencies, must include proof of registration in the form of either:
- The international SOS Itinerary & Travel Brief registration confirmation email





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GHP Presentation - Buy2Pay (B2P) Refresher



GHP's Buy2Pay Refresher Outline

- GHP AP team's Standard Operating Procedures for Buy2Pay processes
- Buy2Pay Market Place orders (Shopper Role)
- Life Cycle of a Buy2Pay Payment Request
 - Vendor Setup
 - US Citizens
 - Non-US Citizens/Foreign Individuals
 - US Corporations/Entities
 - Foreign Corporations/Entities
 - Payment options
 - Paper checks, Zelle, Paymode-X, Wires
 - Payment Timelines

GHP AP Team Standard Operation Procedure – B2P

- Payment Request (PR) is sent via emailed to the Grant Manager with GHP_AP email cc'd
 - Invoices, Honoraria's, Non-Employee Reimbursements, Stipends, etc.
- Grant Manager submits the payment request via email to the AP team and GHP_AP email along with a completed AP template email and backup documentations
 - Template email contains all the necessary information to process the payment request
- AP Team logs the payment request to the GHP AP Tracking sheet
- The order of processing is based on the payment request receive date
 - High priority or urgent processes of payment request can be requested
 - Request should come from the Grant Manager with a brief description

























Buy2Pay Market Place



Quick overview of the Shopper Portal

- Shopper can purchase goods/services from a Harvard preferred vendor
- ex: WB Mason, Apple, Dell, eShip Global (UPS, FedEx, etc.)*, etc.

Laboratory Supplies

Office Supplies, Shipping, Media, and Stationery

	 Ship via UPS, FedEx, USPS, etc		 Business Cards & Stationery
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Buy2Pay Market Place

Quick overview of the Shopper Portal

- Submitting a Shopping Cart
 - Shopper will use the punch-out to order goods/services from a preferred vendor
 - Attached backup documents and submits order to their AP point of contact
 - Order request email, order approval, account to charge
 - Submit shopping cart to AP point of contact
 - Once approved, Purchase Order (PO) is sent to vendor
- Receiving and Returning/Adjusting
 - Vendor delivers goods/services along with a copy of the PO
 - Shopper will verify if all items has been delivered by comparing with PO
 - Shopper will need to go to the B2P PO for receiving* and/or returning/adjusting against the PO
 - Once received in B2P, vendor is paid by Central AP

*You are not required to record receipt on orders of goods or services under \$2500



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Buy2Pay Vendor Setup

- AP team to verify if the vendor is in the Buy2Pay system
 - If vendor is active
 - AP team will verify mailing address with requester
 - If vendor is inactive, not found or has a different mailing address
 - AP team will need an email address to (re)send a Buy2Pay invite
- Invited recipient will be sent an Buy2Pay email with links to begin the registration process
- Vendor's registration experience will vary depends on who they are
 - US Citizens and US Corporations/Entities
 - Foreign Individuals/Non-US Citizens
 - Foreign Corporations/Entities
- Buy2Pay vendor setup support available by Central AP via Zoom



Buy2Pay Vendor Setup

- Required information and documents needed for creating or updating Buy2Pay profile
 - US Citizens and US Corporations/Entities
 - Signed W-9 form
 - Non US Corporations/Entities
 - Signed W-8 form
 - Foreign Individuals/Non-US Citizens
 - Signed W-8, permanent foreign address, GLAICER* and US Visa Documents*
- Supplier experience for setting up vendor profile is available for
 - US Citizens
 - US Corporations/Entities
 - Non-US Corporations/Entities
 - Non US Citizens



Buy2Pay Vendor Setup

Non-US Citizens

- Foreign Individuals/Non-US Citizens entering the US
 - Requires GLAICER and US Visa Documents to be uploaded to their Buy2Pay Profile
 - Can only be completed after they have entered in US
- Foreign Individuals/Non-US Citizens NOT entering the US
 - Does NOT required GLAICER to be completed
 - Visa type when completing their profile needs to be “NE – No Entry.”
- GLAICER support is available from the Non-Resident Alien Tax Office at Harvard University
 - Can schedule a 1:1 virtual [meeting](#)



Onboarding an Individual

US Citizen or Legal Permanent Resident

Supplier Type	Legal Structure Tax Classification on W-9	Required Document(s)	Inactivation Date	Typical Use Case
1099	US Individual/Sole Proprietor/Single Member LLC	Completed W-9	Automatically inactivated 180 days if never paid or if not paid after 18 months	US Citizens or Legal Permanent Residents receiving payments from Harvard: <ul style="list-style-type: none"> • Goods and services • Fellowships, Prizes, Awards • Independent contractors • Invited guest speakers • Royalties, Copyrights, Patents • Harvard Students • Human subject payments • Nonemployee reimbursement
Temporary	N/A	Legal Name, Address	30 days from date of activation	<ul style="list-style-type: none"> • One-time use generally for refunds (e.g., for registration fees or Crimson Cash) • CANNOT be used for business expense reimbursements or income payments • Individuals only, not for companies



Onboarding an Individual Non-US Citizen

Supplier Type	Visa Type	Legal Structure Tax Classification on Document	Required Document(s)	Inactivation Date	Typical Use Case
1042-S	Dept must confirm individual legally allowed to be paid by Harvard. See “ Most Commonly Seen Visa Types ” If visa type is unknown and the individual is entering the US, select NA –Not Available	Foreign Individual (Entering the US)	<ul style="list-style-type: none"> • W-8BEN • Completed GLACIER with immigration documents • Permanent foreign address 	Based on immigration status expiration date	Foreign Individuals receiving payments from Harvard: <ul style="list-style-type: none"> • Goods and services • Fellowships, Prizes, Awards • Independent contractors • Invited guest speakers • Royalties, Copyrights, Patents • Harvard Students • Human subject payments • Nonemployee reimbursement
	NE –No Entry	Foreign Individual (Not entering the US)	<ul style="list-style-type: none"> • W-8BEN • Permanent foreign address 	90 days from activation date	<ul style="list-style-type: none"> • Payments to individuals who did not enter the U.S. or have no U.S. presence. • NOT used to pay US-sourced income such as royalties, copyrights. See NE-RC.
	NE-RC –No Entry and Royalty/ Copyright Payment	Foreign Individual	<ul style="list-style-type: none"> • W-8BEN • Completed GLACIER • Permanent foreign address 	2 years from W-8 signature date	<ul style="list-style-type: none"> • Royalty or copyright payment to individual with no U.S. presence (i.e., Office of Technology & Development and HU Press payments)



Onboarding an Individual

Non-US Citizen (continued)

Supplier Type	Visa Type	Legal Structure Tax Classification on Document	Required Document(s)	Inactivation Date	Typical Use Case
1042-S (continued)	ADVTR –Advanced Travel Grant	Foreign Individual	<ul style="list-style-type: none"> • W-8BEN • Completed GLACIER with immigration documents • Permanent foreign address 	90 days from activation date	<ul style="list-style-type: none"> • ONLY for grants to new scholars arranging travel to the US. Travel grants will incur a 30% tax withholding until GLACIER is later submitted. See FAQ ADVTR. • Not for service-related income (i.e., honorarium)
Temporary	Correct visa type	N/A	<ul style="list-style-type: none"> • Legal Name • Address 	30 days from activation date	<ul style="list-style-type: none"> • Refund for registration fees or Crimson Cash • NOT used for business expense reimbursements or income payments
Business Expense Reimbursement (BER)	<ul style="list-style-type: none"> • Correct visa type • Dept must confirm individual legally allowed to be paid by Harvard. • See Most Commonly Seen Visa Types and BER Process 	Foreign Individual	<ul style="list-style-type: none"> • Paying dept must collect and submit required documents with requisition at time of payment. See BER supplier process. • Permanent foreign address 	90 days from activation date. Cannot reactivate 1042-S Supplier as a BER Supplier	<ul style="list-style-type: none"> • Invited speaker only receiving reimbursement for travel and has never previously received income from Harvard. • A candidate for a faculty position who incurred out-of-pocket expenses to travel to Harvard for an interview as a one-time reimbursement. • NOT used to process any income payments



Onboarding a New Company

US Company/Entity

Supplier Type	Legal Structure Tax Classification on W-9	Required Document(s)	Inactivation Date	Typical Use Case
US Entity	C Corp; S Corp; LLC-C; LLC-S; Other	Completed W-9	Automatically inactivated 180 days if never paid or if not paid after 18 months	Payments to US entities (goods, services, royalties, rents, etc.).
US Entity - 1099	LLC -Partnership; Partnership; Trust/Estate; US Individual/Sole Proprietor or Single Member LLC	Completed W-9	Automatically inactivated 180 days if never paid or if not paid after 18 months	Payments to US entities (goods, services, royalties, rents, etc.).



Onboarding a New Company

Non-US Company/Foreign Entity

Supplier Type	Legal Structure Tax Classification on W-8	Required Document(s)	Inactivation Date	Typical Use Case
Foreign Entity Supplier	Foreign Corporation Foreign Partnership Foreign Trust Foreign Tax-Exempt Organization Foreign Private Foundation Foreign Estate Foreign Government or International Organization Foreign Qualified Intermediary	Completed W-8BEN-E , W-8ECI , or W-8EXP See Foreign Entities and W-8 Forms Permanent foreign address	Generally, 3 years from date of signature on W-8	Payments to foreign entities (goods, services, royalties, rents, etc.).



Buy2Pay Payment Options

- Paper check
 - Default option
 - Mailed to remit address on their Buy2Pay profile
 - Uses United States Post Services (USPS)
- Zelle and Paymode-X (can be updated in vendor's B2P profile)
 - Zelle – Electronic Payment to an Individual (both US Citizens and Non-US Citizens) and going to a US bank
 - Paymode-X - Electronic Payment to an US Corporation/Entity and going to a US bank
 - US Corporation/Entity will need to register for [Paymode-X](#)
- Wire Payments
 - Electronic payments to vendors who has a bank outside of US
 - Completed wire form must be submitted with the Payment Request



Buy2Pay Payment Options

Wire Payment requirements

- Wire Payments - Can only be used to send funds to banks outside the US
 - US Dollar Wire (USD)
 - Wire payment must be over \$1,000.00 USD
 - Recipient Bank must accept USD
 - Foreign Currency Wire
 - Wire payment can be any dollar amount
 - Must follow Western Union requirements based on what country the wire is going
 - Please reach out to the AP team for more information



Buy2Pay Payment Options

Wire Payment requirements

- Beneficiary account name on wire form must match the Buy2Pay profile name.
 - Can update Buy2Pay profile to add a DBA (Doing Business As)
 - Need to upload a W-8 Form* with the DBA
- Wire verification is needed if:
 - First time wire payment to vendor
 - Any updates in the beneficiary bank information
- Verification done via in person or Zoom (not email)
 - Completed by a Harvard employee
 - Sign and check off “Mandatory Wire Payment Instruction Authentication” on wire form
- Verification is needed due to increase of wire fraud attempts

Mandatory Wire Payment Instruction Authentication	
New Vendor:	AND Existing Vendor Requesting Wire Payment Instruction Change:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, Wire Payment Instructions	If Yes, Wire Payment Instructions Verified by _____
Verified by _____	
In Person <input type="checkbox"/> By Phone <input type="checkbox"/>	In Person <input type="checkbox"/> By Phone <input type="checkbox"/>



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Buy2Pay Payment Timelines

- Paper Checks
 - Mailed using the United States Postal Services
 - Please allow up to 2-3 weeks to arrive
- Zelle and Paymode-X*
 - Processed every Monday, Wednesday, and Friday
- Wire Payments
 - Processed everyday
- Harvard Payment terms to Supplier
 - *Invoices - Normally 30 business days from invoice date (NET-30 days)
 - If an urgent payment is needed, reach out to GHP AP
 - Honoraria's, Non-Employee Reimbursements, Stipends - Immediate



Concur Resources and Links

- [Concur training](#)
- [Harvard Policies](#)
- [Harvard travel policies](#)
- [Harvard forms](#)
- [International SOS Guidelines](#)
- [Missing International SOS Form](#)
- [Missing Receipt Affidavit \(MRA\)](#)



B2P Resources and Links

- [Buy2Pay guides/training/video tutorials](#)
- [Shopper Quick Start guide](#)
 - [Receiving, Returning/Adjusting](#)
- Buy2Pay Supplier registration experience
 - [US Citizens, US & Non-US corporations/entities](#)
 - [Non US Citizens](#)
- Non-Resident Alien Tax Office
 - [GLAICER 1:1 Virtual Meeting](#)
- Electronic Payment registration
 - [Zelle](#)
 - [Paymode-X](#)
- Wire Forms
 - [USD Wire](#)
 - [Foreign Currency Wire](#)



Virtual Office Hours

- [GHP AP Team Virtual Office Hours](#)
 - Every Wednesday 1:00pm-2:00pm
- [Central AP Virtual Concur Office Hours](#)
 - Mondays and Wednesdays 11:00am-12:00pm
- [Central AP Buy2Pay Virtual Office hours](#)
 - Tuesdays and Thursdays 10:00 -11:30am



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Questions?