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SCHOOL OF PUBLIC HEALTH

Department of Global Health
and Population

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

- The AP tracking sheet is an excel file on Microsoft Teams 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 Standard Operation Procedure

GHP AP team turn around time for processing

- Concur
 - 10 calendar days* after AP team receives the report and at every approval stage.
 - Employee reimbursements, Citibank corporate card payments
- Buy2Pay
 - 7-10 business days* after AP team receive the payment request
 - NERFs, invoices, subcontract payments, honoraria, stipends, etc.

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

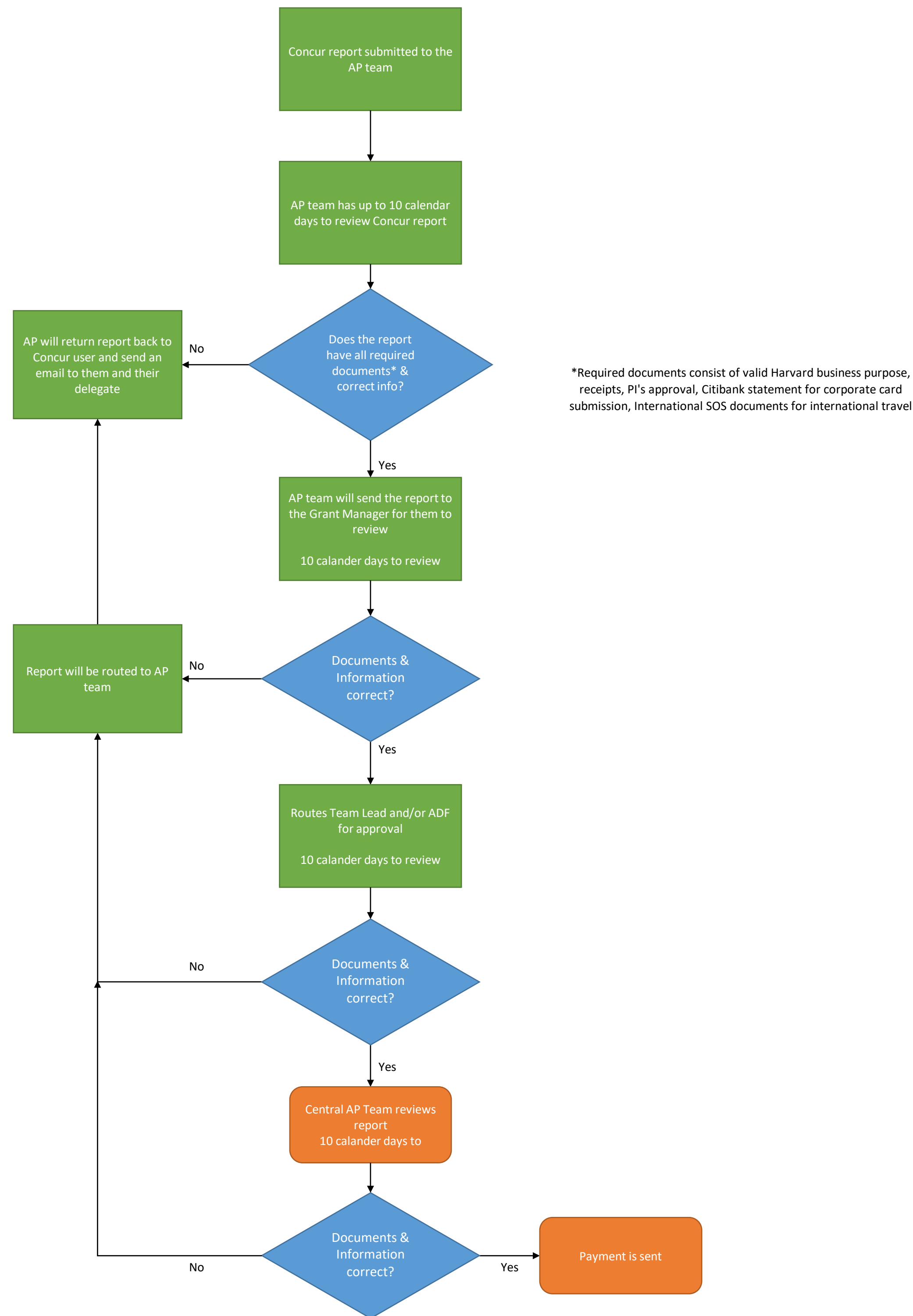


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GHP Concur Refresher (Employee Reimbursement and Corporate Cards)



Benefits of using Concur

- Available for all Harvard benefits eligible employees
- Reimbursements are direct deposits and processed electronically
- Electronic capture of receipt images
 - Can use the mobile app to upload photos of receipts
 - No longer worry about keeping track of them (not for proxy preparers)
 - Reduces paperwork and processing time
- Incorporates Harvard Policies and Guidelines
- Alerts:
 - If you have not uploaded any paperwork.
 - If you are outside the university policy for submission.
 - Excessive spending.

Required documentation for Concur submissions

- Complete Harvard Business Purpose
 - 5 W's: Who, What, Where, When and why
- Citi Bank Statement (Corporate Card reports only)
- Itemized receipts for all meals
- Receipts for purchases over \$75 USD
- Missing Receipt Affidavit for purchases over \$75 USD which is missing a receipt
- Travel Itinerary
- Hotel folio
- International SOS document for international travels
- PI's approval

*If a report is missing any of these documents, the report will be returned to the Concur user

Meal Receipts or Meal Per Diem

on Harvard Business Trips

- Travelers **cannot** claim both meal receipts and meal per diem on the same trip
- GHP encourage travelers to have their meals be reimbursed using meal receipts
- Reimbursement using per diem is allowed up to the federal per diem rate
 - Federal rate is determined the [US Department of State](#)
 - Pls and their programs can have a lower per diem rate than the Federal Rate
- Per diem cannot be applied to the Citibank Corporate Card
- Concur has a built in per diem calculator for easy per diem calculation
- If a meal was provided (ex. breakfast was provided at your hotel, attended or hosted a business meal), the traveler must remove that meal from that day's per diem

Reach out to your AP team member if you have questions about per diem



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International SOS Documentation

- Required for reimbursement and corporate card payments that have any related international travel expenses
- Travelers booking tickets through a Harvard-preferred vendor (Ex. Egencia, Travel Collaborative or Milne Travel) are automatically registered with International SOS
- Travelers booking tickets through other means (directly through the airline or using other non-preferred agencies, Expedia etc.) must include proof of registration
 - The International SOS Itinerary email & Travel Brief registration confirmation email
 - Missing International Travel Registration Form



Concur Report Submission Timeline

Employee Reimbursements

- Submission of reimbursement to GHP AP preferred within 60 days of the expense date or after the return date of a business trip.
- Reports that are past the 90-days mark cannot be compensated as a reimbursement but can be compensated as an Additional Pay*
 - Additional Pay is subjected to taxes withholding
- GHP AP encourage the submission of a reimbursement report as soon as you incur the expense or when you have returned from a business trip

*Please reach out to the AP team if there is an additional pay report



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Naming Convention for Concur Report Submission

- Employee Reimbursement reports
 - First Initial, Last Name, expense date or travel period, “ER” (Employee Reimbursement)
 - For example:
 - J.Harvard 01AUG2023-15AUG2023 ER
- Citibank Corporate Card reports:
 - First Initial, Last Name, Statement Month, Year, “CC” (Corporate Card)
 - For example, the September 2023 Statement for John Harvard
 - J.Harvard September 2023 CC

Citibank Statement Period

- Citi Bank Statements are available online on the 16th of every month
- Statement period: From the 16th of the previous month to the 15th of the current month.
- *Example: September 2023 Statement* (available on September 16th)
- Contains expenses from August 16th - September 15th



Concur Report Submission Timeline

Corporate Cards

- Needs to be approved and paid to Citibank within 60-days of statement release date
- Expenses after 60-days are considered “late” and late fees will be incurred
- GHP AP encourage the submission of Corporate Card reports within a week of the statement release date
- GHP AP sends a monthly email to cardholders and their delegates, advising them that their Citibank statement is available online and the due date to submit the report to GHP AP for review and approval



Late Fees & Personal Expenses

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





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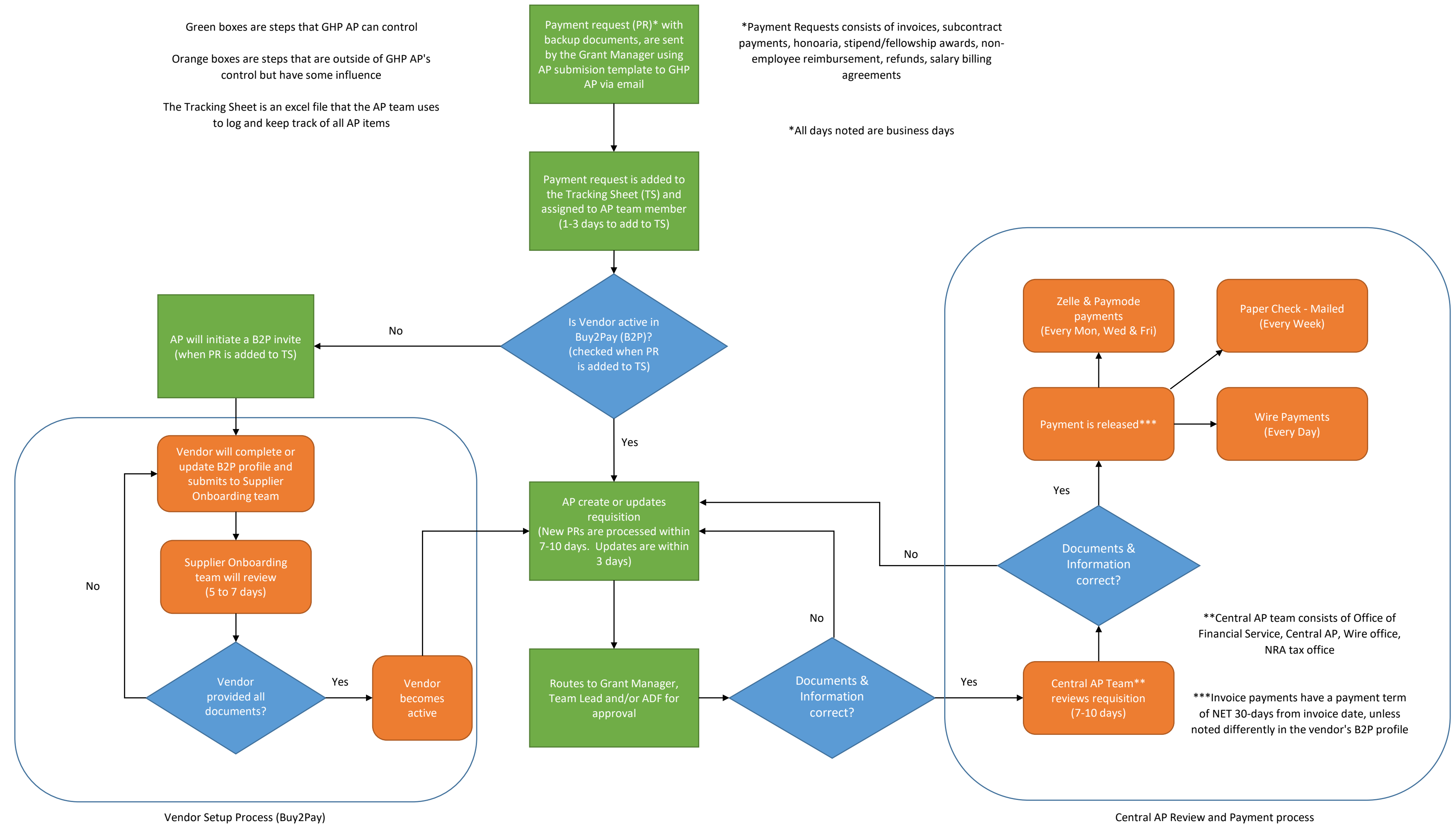
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GHP Presentation - Buy2Pay (B2P) Refresher

GHP's Buy2Pay Refresher Outline

- GHP AP team's Standard Operating Procedures for Buy2Pay processes
- Buy2Pay Marketplace 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



Buy2Pay Marketplace

Quick overview of the Shopper Portal

- Submitting using 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



Buy2Pay Market Place

Quick overview of the Shopper Portal

- 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

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

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 – Required Documents

- 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 are available for
 - US Citizens
 - US Corporations/Entities
 - Non-US Corporations/Entities
 - Foreign Individuals/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 (NRA) Tax Office at Harvard University
 - Can schedule a 1:1 virtual [meeting](#)



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 (US Citizens or 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](#)

Buy2Pay Payment Options

- Wire Payments
 - Electronic payments to vendors who has a bank outside of US
 - Completed wire form must be submitted with the Payment Request
- Wire Payments - Can only be used to send funds to banks outside the US
 - US Dollar Wire (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

Questions on wires, please reach out to the AP team



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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
- 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)
 - Honoraria's, Non-Employee Reimbursements, Stipends – Immediate

If an urgent payment is needed, reach out to GHP AP

Concur Resources and Links

- [Concur training](#)
- [Harvard Policies](#)
- [Harvard Travel Services](#)
- [International SOS Guidelines](#)
- [Harvard Global Services](#)
 - [Registering for International SOS](#)
- [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
 - [GLACIER 1:1 Virtual Meeting](#)
- GLACIER
 - [Page by page instructions](#)
 - [Instructions with Screenshots](#)
 - [Quick Start Guide – 1 Page](#)



B2P Resources and Links

- Electronic Payment registration
 - [Zelle](#)
 - [Paymode-X](#)
- Wire Forms
 - [USD Wire](#)
 - [Foreign Currency Wire](#)



Virtual Office Hours

Hosted by Central AP

- [Concur Office Hours](#) (Zoom)
 - Wednesdays 11:00am-12:00pm
- [Non-Resident Alien \(NRA\) Tax Office hours](#) (MS Teams)
 - Wednesdays 10:00am-10:45am



GHP A/P Team

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Questions?