Instructions for Employee Business Expense Reimbursements in YoMart

May 20, 2020

Setting the Employee up in YoMart.

- The requesting department should send an email to Dawn Sturgill [sturgllcs@appstate.edu] that contains the employee’s name and Banner ID number. This email should be from the employee’s home department or from the department with financial oversight of the funding. The email must also come from an ASU email address. Dawn will notify the requesting department when this process is completed.

- Employees Banner ID numbers will be established in YoMart using employee’s HR permeant address listed as AP1. An address will have to selected when completed the On-Line Direct Payment Form in YoMart. This address WILL NOT override the ACH direct deposit requirement of the University and payments will be electronically deposited to the bank account the employee has designated.

Entering the request in YoMart

- The employee that is requesting the reimbursement, should enter their reimbursement information into the on-line direct payment form, you will need to select yourself as a supplier, attach a copy of a complete receipt & all other required documentation, and select “Add and Go to Cart” action item that is located at the top of the form. Then you will need to assign the shopping cart to your departmental administrator support. You will need to assign this cart to the departmental administrator that has authority over the funds that are to be use for the payment of the expense reimbursement. Everyone with an Appstate email can access YoMart. This is the quickest and preferred method in entering a request in YoMart for employee expenses.

- The Alternative Method for entering employee expenses into YoMart is to send the receipt & all other required documentation to the departmental
administrator that has fund authority over the funds that are to be used for the reimbursement of the expense. The departmental administrator will enter the request into YoMart. They should “add a Comment” in YoMart to the individual who is to receive payment requesting them to “Please confirm that you are requesting this reimbursement and that this reimbursement request has not been previously submitted for payment”. The employee will need to confirm by “adding a comment” before payment can be processed.

Remaining steps will follow the YoMart approval process by Fund Org Approval.

Reminders:

- Documentation requirements for payment requests for paper requests and for on-line payment requests are the same.

- The following expenses require Paper Direct Payment Form:
  - Payment to Students for Contracted Services (TCM)
  - Research Subject Payments and Clearing out Advances for Research Subject Payments
  - Request for Travel Advances
  - Request for Travel Reimbursement associated with a Travel Advance
  - Group Travel, including Student Groups
  - Taxable and/or reportable payments such as employee gifts, awards, prizes, and non-accountable plan reimbursements.