**Instructions for Processing Reimbursements with Add Pay forms**

**A. Late Employee Reimbursements for Out of Pocket Expenses (between 91-182 days):**

1. Employee reimbursements between 91-182 days must be processed as Additional Pay. **DO NOT SUBMIT A WEB REIMBURSEMENT**
2. Prepare an Add Pay Form
3. Assemble the same backup documentation as you would for a regular employee Web Reimbursement
4. Send the completed Add Pay Form and supporting documentation directly to **Central Payroll**

**B. Late Employee Reimbursements for Citibank Charges (between 91-182 days): – WR System**

1. Employee reimbursements between 91-182 days must be processed as Additional Pay
2. Prepare an Add Pay Form and type “no check required” in the form’s comment box
3. Assemble the same backup documentation as you would for a regular Citi Card payment
4. Attach the Add Pay Form to the front of the Citi Card report.
5. Send the completed Add Pay Form and all supporting documentation directly to **Reimbursements and Card Services**
6. Reimbursements and Card Services will deliver Add Pay Form to **Central Payroll**

**C. Late Employee Reimbursements for Citibank Charges (between 91-182 days): – Concur Expense**

1. Employee reimbursements between 91-182 days must be processed as Additional Pay
2. Prepare an Add Pay Form and type “no check required” in the form’s comment box
3. Attach the same backup documentation as you would for a regular Citi Card payment
4. Scan and attach the Add Pay form to the report and indicate “Add Pay form attached” in the comment section
5. Submit the report as you would a regular Citi Card Payment
6. Reimbursements and Card Services will print Add Pay form and deliver to **Central Payroll**

**D. Gift Cards for Employees Purchased on Corporate Card: – WR System**

1. When gift cards are purchased on a Corporate Card and then given to employees, there are **two parts** to processing the transaction: you need to record the **taxable income to the recipient** of the gift card, and pay the Corporate Card of the **purchaser** of the gift card
2. Prepare an Add Pay form for the recipient of the gift card. In the Add Pay Form’s comment box, type “no check required,” and include the following information:
   a. Name of the recipient of the gift card
   b. Harvard ID # of the recipient of the gift card
   c. Employee Record of the recipient of the gift card
   d. Costing String
   e. Amount (**must** be grossed up to cover tax)
   f. Earnings code: GTX
3. Prepare the Corporate Card reimbursement as you normally would
4. Forward the Corporate Card reimbursement paperwork and the Add Pay form to Reimbursements and Card Services
5. Alternately, if there are several recipients of gift cards, you can list the same information listed in Step 2 above in a spreadsheet and send it along with the Corporate Card reimbursement paperwork to Reimbursements and Card Services. *In your spreadsheet, be sure to include ALL of the information listed in Step 2*
6. Reimbursements and Card Services will deliver Add Pay form to Central Payroll

### E. Gift Cards for Employees Purchased on Corporate Card: - Concur Expense

1. When gift cards are purchased on a Corporate Card and then given to employees, there are **two parts** to processing the transaction: you need to record the **taxable income to the recipient** of the gift card, and pay the Corporate Card of the **purchaser** of the gift card
2. Prepare an Add Pay form for the recipient of the gift card. In the Add Pay Form’s comment box, type “no check required,” and include the following information:
   a. Name of the recipient of the gift card
   b. Harvard ID # of the recipient of the gift card
   c. Employee Record of the recipient of the gift card
   d. Costing String
   e. Amount (**must** be grossed up to cover tax)
   f. Earnings code: GTX
3. Prepare the Corporate Card reimbursement report as you normally would in Concur
4. Scan and attach the Add Pay form to the report and indicate “Add Pay form attached” in the comment section
5. Reimbursements and Card Services will print Ad Pay form and deliver to Central Payroll
6. Alternately, if there are several recipients of gift cards, you can list the same information listed in Step 2 above in a spreadsheet and attach it to the report. *In your spreadsheet, be sure to include ALL of the information listed in Step 2*
7. Reimbursements and Card Services will print Add Pay form and deliver to **Central Payroll**

### F. Gift Cards For Employees Purchased Out of Pocket:

If an employee buys a gift card out of pocket for another employee, there are two parts to processing the transaction: you need to record the taxable income to the recipient of the gift card, and reimburse the purchaser of the gift card

1. Complete an Add Pay form for the recipient of the gift card, including the following information:
   a. Name of the recipient of the gift card
   b. Harvard ID # of the recipient of the gift card
   c. Employee Record of the recipient of the gift card
   d. Costing String
   e. Amount (**must** be grossed up to cover tax)
   f. Earnings code: GTX
2. In the same Add Pay Form, complete the “Third-Party Detail” for the employee who **purchased** the gift card. This will reimburse the employee who purchased the gift card without tax implications
3. Send the completed Add Pay Form and supporting documentation directly to **Central Payroll**