

Nexonia Expense Reimbursement Application Notes

The following notes are for using the Nexonia expense reimbursement application for State Bar of Michigan expense reimbursements:

- 1) The first title you enter for your reimbursement is what will appear on the financial reports. Please label this to best describe the expense. For example, "June 2017 BLF Travel".
- 2) Meals
 - A) Under the specific "meals" category Nexonia provides an option to select breakfast/lunch/dinner; and also a space to list the persons in attendance.
 - B) If you are entering meals under a different expense category than "meals", such as travel, you still have the ability to enter the meal expense from a drop-down box that displays "breakfast/lunch/dinner". The attendance box will look different from the actual "meals" category box. Please list all those in attendance (if more than yourself) in the memo box. If you select travel and there are no meals, you will need to select "NA" in the drop down menu.
 - C) Please know and understand the per diem rates for MI select/non-select and Out-of-State select/non-select cities. If the meal for yourself or meetings (other than those already exempted i.e.: SBM committees etc.) are over the per diem rates, Alpa will reroute to Janet for approval. For the most current per diem rates, please visit: http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html and click on the latest "Travel Rates and High Cost Cities"
- 3) When uploading receipts, please note, Word documents are not accepted but PDF documents are accepted. If you have a Word document, please save it as a PDF before trying to upload your reimbursement receipt into Nexonia. Please be mindful of the toggle receipt (yes or no). Mileage does not require a receipt regardless of the amount, since you are directly entering the mileage. All meals require a detailed receipt regardless of the amount. All other expenses that are \$25.00 or more require a receipt, and the system will flag a policy violation for the expense if a receipt is not uploaded.
- 4) There is a division/department listed as "Accounts Receivable – Accounts Receivable" for charging expenses for which a portion will be owed back to the SBM, or if you expect a reimbursement from an outside entity, or if you need to bill the expense or a portion of the expense to another department or section, and you do not have access to these accounts. If you are billing all or a portion of the expense to another

department/section please e-mail Alpa and let her know which department/section should be billed. Please be sure to enter a description in the memo box for this item.

- 5) The “mileage” category is directly linked to the department’s “travel” line item. If you wish to charge mileage to another expense category such as seminar, meeting etc. You will need to calculate the mileage (number of miles driven X approved mileage rate) and enter the dollar amount.
- 6) If you submit an expense to your manager and then realize you need to make a change, there are two ways to achieve this, 1) ask your manager to reject the expense, or 2) contact Alpa or Becky and they can reset your expense reimbursement to “draft”. In each case, the expense will reappear in Nexonia where you may make changes and resubmit the expense for reimbursement.

Additional information

Link Regarding Mobile App sync and data:

<https://nexonia.zendesk.com/hc/en-us/articles/231641387-PDF-User-Guide-to-Nexonia-Expenses-Mobile-Application>

User guides are available on Nexonia’s website at the following link:

<https://nexonia.zendesk.com/hc/en-us/sections/205552407-Getting-Started-Expenses-101>