Travel Disbursement
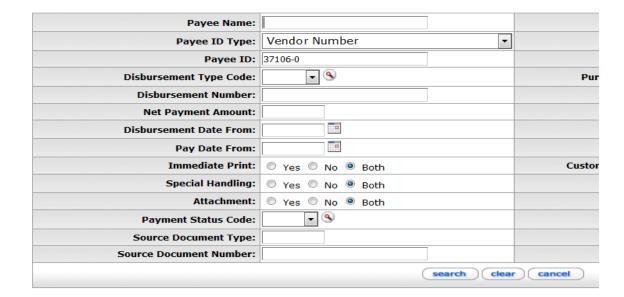
Reason Code N – Nonemployee Reimbursement

Retrieve action list from:

- Q:\AP\Travel\Kuali DVs - Priority Audit Lists

Invoice Number should be:

- Other Expenses (such as supplies or registration) - 07/01/14Expenses (date of purchase)
- Travel Web Form ID (for all travel related expenses)

- Review/audit DV which should be in compliance with the travel policy. There are certain exclusions such as: no comps for airfare or rental car and no signature for traveler needed on the exception to policy form

- Please check the total payment received for the calendar year before approving DV. In KFS under Maintenance tab, Pre-disbursement Processor, and Search for Payment. Then select "vendor" in the payee ID type drop down and type in the payee ID number and click search. If the combined total of the travel under payment reason code N along with the honorarium in payment reason code M is over $2,000 then the DV must be disapproved and paid on a PO. Travel reimbursements alone can be over $2,000.

action list | doc search

earch for Payment [?]

Payee Name:	
Payee ID Type:	Vendor Number ▼
Payee ID:	37106-0
Disbursement Type Code:	▼ 🔍
Disbursement Number:	
Net Payment Amount:	
Disbursement Date From:	📅
Pay Date From:	📅
Immediate Print:	○ Yes ○ No ⦿ Both
Special Handling:	○ Yes ○ No ⦿ Both
Attachment:	○ Yes ○ No ⦿ Both
Payment Status Code:	▼ 🔍
Source Document Type:	
Source Document Number:	

search   clear   cancel

- If the reimbursement is for an honorarium under $2,000 then it should be disapproved and resubmitted under reason code **M**.

- If the reimbursement is for dinning services it is okay to go over the $2,000.00 limit for a calendar year

- Do not include fellowship money in your calculations to see if the reimbursements for a calendar year are over $2,000.00

- If the reimbursement is a stipend then it must be disapproved. Request that it be resubmitted under reason code **M** because payments for services are taxable.

- Candidate travel should be disapproved and resubmitted under reason code **P**.

- Any exceptions to policy only require the higher level signature.

- Receipts are needed for amounts that are $25 or more