Travel Disbursement Voucher

Reason Code O: KFS Catering, Hotel Payments & Transportation Reviewer Guide

This is a guide to processing reason code "O – Catering, Hotel Payments & Transportation" DVs for the University of Connecticut. The following information must be reviewed before these DVs can be approved:

1. Review the following information on the **Payment Information** tab.
   - The Payment Reason code should be "O – Catering, Hotel Payments & Transportation"
   - The check amount must match the total amount in the **Accounting Lines** tab. Payment amounts that exceed $2,000.00 may not be paid through a reason code "O" reimbursement. Any DVs that exceed $2,000.00 should be disapproved and processed on a Purchase Requisition.
   - The Invoice number must match the invoice number on the attachment. Please note that only one invoice may be paid per DV. Invoices should not be combined and submitted on the same reimbursement.

   - The Vendor Hold Code line should be blank. If there is any code on this line please refer to the guide below for definitions:

Vendor Hold Code	Vendor Hold Code Description	Action Required
A&E-TAX	CT Athletic & Entertainment Tax	Vendor may require 6.7% A&E tax deduction
ACH	Automated Clearing House	Vendor is set up for ACH Payments (Not currently used by UConn)
AFFILTE	University Affiliates	Consultant of University
CNDIDATE	For Candidate	Potential Employee reimbursements only
DRS	Department Of Revenue Services	Taxes owed to DRS, don't pay vendor. Research tax amount owed to DRS
IRS-LEVY	Internal Revenue Service-Levy	Taxes owed to IRS, don't pay vendor. Research tax amount owed to IRS
IRS-TIN	Internal Revenue Service-Taxpayer Identification Number	Questionable Tax number, don't pay until resolved with Tax area
NRA	Non Resident Alien	Possible NRA Taxes to be taken, work with Tax area
OTH	Other	Miscellanious reasons, need to go into Vendor profile for detail
REFUND	For Refunds Only	Only pay this vendor refunds
SEEC	State Election Inforcement Commission	Need Phone# &/or Email Address of Payee/Vendor
SPS	Sponsored Programs, High Risk Vendor	Sponsored Programs High Risk Vendor, no action required of AP.
ST-EMP	State Employee, UConn Employee, State Retirees	Can't pay for services
UC-STU	UConn Student	Can't pay for services
NONTAXBL	Cert 123 Vendor No Tax	No sales or lodging tax
REIMONLY	Reimbursements Only	Only pay this vendor reimbursments

Some vendor hold codes will require you to take action. For example, the hold code <u>DRS</u> means that the vendor owes taxes to the DRS. In this case you must disapprove the DV and instruct the department to garnish the amount owed in taxes and make the check payable to the DRS.

- Verify that the address matches the address on the invoice to ensure the check is sent to the correct location.
- The last section to review on the **Payment Information** tab is the Invoice date, this should match the date on the invoice attached.

2. The next tab to review information on is the **Accounting Lines** tab.
   - You first want to make sure the appropriate account and object code are being used.
   - Last, make sure the amount here is equal to the amount in the Check Amount box on the **Payment Information** tab. Again, any DVs > $2,000.00 must be disapproved and processed on a purchase requisition.

3. The last part of the DV you will need to review is the **Notes and Attachments** tab.
   - Please note that the University of Connecticut is tax exempt in the state of Connecticut only. This means that taxes will not be paid through a reason code "O" reimbursement unless the DV is for an out of state vendor. If there are taxes included on a hotel or catering invoice these must not be included in the DV amount. If they have been included you should remove them from the DV total before approving the document.
   - **Hotels:**
     o Hotel invoices must be itemized, showing the room rate and any additional charges. Additional charges except taxes and items/services not reimbursable per UConn Travel and Entertainment Policy may be included in the DV amount. Keep an eye out for taxes that are added on to room service charges.
     o Hotel room rates may not exceed 125% of the GSA rate for the area except for the Nathan Hale Inn and Tolland Inn which have blanket exceptions to this policy. All other lodging accommodations with room rates that exceed 125% of the GSA rate will not be processed without Department Head, Dean, or Director approval, as appropriate. If additional approval is not granted, room rates must be capped at the appropriate amount before the DV can be processed.
     o The traveler(s) who is/are staying in the hotel must be listed along with the business purpose for their travel.
   - **Catering**:
     o Catering invoices must be itemized, and show that payment is due to the vendor. Alcoholic beverages or any charges associated with the purchase of alcohol is not reimbursable.
     o All gratuity for catering services may not exceed 20% of the total bill.
     o A list of attendees and their affiliations must be attached. If a UConn Dean level employee or higher is in attendance at the meal the DV must receive additional approval from the appropriate delegate.
   - **Transportation**:
     o Transportation invoices must show that payment is due to the vendor.
     o A list of those who used the transportation and their affiliation must be attached to the DV.
     o A business purpose for the transportation must be attached to the DV.

4. Once all above documentation has been verified the document can be approved.

Sanditz Hotel Direct Bill

Process:

1. Sanditz will send the Conferma Per Diem Analysis Report & Conferma Hotel Report to Travel.
   a. Save reports to shared drive: Q:\AP\Travel\Travel Web Form\Implementation Projects\Hotel Direct Bill (Leshonda)\Conferma Reports
   b. The hotel folios for each traveler will be sent to the sanditz.uconn.edu inbox and copied to the traveler and travel arranger
2. Travel/Student will verify the hotel payments are within policy.
3. Travel reviews issues identified by student.
4. Add in 5 columns – date report was received, date folio was received, date uploaded to KFS, Date of DV approval, Date of contact with Sanditz
5. Email Renae at Sanditz a list of issues with the report.
6. Then if all payments are within policy complete the "DV Batch Upload Template" spreadsheet (save as CSV – comma delimited after all changes have been made). Manually process DV's for hotel stays in NC and MS. Put a note in the DV for the FO to provide backup/approval for travel.
   a. Object code in state: 7640
   b. Object code out state: 7635
   c. Object code foreign: 7630
   d. Athletics only: 7620 team travel, 7610 out of state recruiting, 7605 in state recruiting
   e. Each DV has two accounting lines one for the total hotel cost and another for the hotel fee charged by Sanditz
7. Open the CSV file in WordPad to verify that there is a coma in between each column and the blank columns should have two comas. The end of the row should have two commas.
      o For an example refer to the "Disbursement Voucher Upload Procedures": Q:\AP\Travel\Travel Web Form\Implementation Projects\Hotel Direct Bill (Leshonda)
8. To process the DV batch upload in KFS: administration tab, batch, financial processing, disbursement voucher CSV Upload
      o Upload the CSV file
      o File Identifier = Net Id
      o Then click add and a message should appear that the file was transmitted successfully.
9. The next day the "DV Generation Statistics Report" will be set to the email address used on the DV batch upload file. Save the file to: Q:\AP\Travel\Travel Web Form\Implementation Projects\Hotel Direct Bill (Leshonda)\DV Batch Feed Reports\Paid in Production
      o Review the file the number of "GL Origin Entry records" should be double that of the amount of rows on the CSV file you uploaded
      o If the amount is 0 then there were errors and the DV's did not generate
      o The next pages of the report should have the DV number for each payment the "generated W" if you see "generated E" then there was an error with the file
      o There will be a DV for each traveler.
10. The DV's will appear in the DM Action list after the FO approves them.
      o The student worker will attach the hotel folio to each DV.

11. In KFS do a DV search for payment reason code O, HRW, and the date the batch upload was created.
12. Then update the DV's processed – FO Listing spreadsheet by using a vlookup

13. These DV's can be iMacro'd since the payments were already reviewed prior to submitting the batch upload. Then iMacro'd again for final approval by the travel manager.
14. Copy and paste data from Conferma analysis report into FO look up spreadsheet to verify who the FO is on each account associated with the hotel charges.
    o Add in a column for the FO's name and another column for the DV number. *Update FO list monthly.
15. Then process an iMacro to approve all of the DV's and pay Sanditz.

Payment Lookup/verification to avoid duplicate payments:

In KFS Document Lookup search by:

- o Type: DV
- o Payment reason code: O
- o Payee ID: 25794-0
- o Total Amount: invoice total

Pre-payment hotel booking options:

- The traveler can pre- pay hotels online by selecting a virtual credit card option.
- The traveler can call Sanditz Travel Management to secure a conference rate which we would then pre- pay in our system.
- Or, they can book the hotel themselves and forward the confirmation to Sanditz for pre- payment.
    o Booking Fees: $2.95 – online fee, $9.95 - online conversion fee, $9.95 - consultant assisted fee

Example of charges other than the authorized nightly rate & tax:

On the Conferma Pre- Paid Hotel Report for Statement Closing Date 15-Mar-2015 there are a few items to note here ($3.50 for sundries/bottled water). On John Russell Stanley, the Agency needed to include padding as it was an international hotel and varying exchange rates need to be taken into consideration. The hotel used that padding to charge a bottle of water. Sanditz immediately contacted the vendor who was more than understanding and immediately reversed the charges.

Format of Conferma Hotel Report is missing: nightly room rate, conference/special rate code, room nights charged, calculated GSA max for UConn policy (125% current or 150% future).

If DV Batch Upload file is not received:

Administration Tab
Batch
Batch File
File path: fp
Last Modified Date From: should be the date the file was uploaded in KFS
Search
Click File Name to sort
Then submit a ticket to UITS with the file name and date requesting the PDF – DV Batch Upload Feed report be sent to you (Lan Guglietta or Kathy Avery can assist).

Auditing Hotel Receipts

When auditing receipts, you should look to make sure:

- The name of traveler matches the receipt and the excel worksheet
- The hotel name matches on the receipt and worksheet
- The arrival dates match those on the worksheet
- The total hotel cost matches those on the worksheet
    - Note: When comparing the total hotel cost to DV's, the cost will be different because DV's include the direct bill fee of either $2.95 and $9.95
- There are no extra charges, such as food or drinks, charged to Sanditz (these chargers should be paid for by the traveler)
    - The only charges should be room cost and taxes
- The per diem rates are not too high. We allow the per diem available at http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts times 1.5.
    - For example, if the hotel was in Hartford CT, the website says the per diem would be 117. Then we would times it by 1.5 and get a per diem of 175.5
    - If the per diem is over the rate we provide, make a note in the excel.
- Double check the currency converter. You can do this at http://www.xe.com/travel-expenses-calculator/ which is located on the travel webpage.
    - The conversion is always 100% accurate so the conversion is good as long as the amount on the excel isn't lower than that on the website

If you can't find a receipt

- Look in the Sanditz email
    - Type in the person's name into the search bar and see if there is a receipt in an email. If there is, save the receipt into the Q drive
- Make a note on the excel indicating we need a receipt

Once the receipt is audited

- Save the receipt into the correct folder on the Q drive
    - Ap/travel/travel webforms/ implementation projects/hotel direct bill (Leshonda)/Hotel Receipts