This is a step-by-step guide to process travel reimbursements for employees, students, and Graduate Assistants for the University of Connecticut. The steps below begin after signing into UConn’s Kuali Financial System. For more information about KFS, please visit this website: UConn Kuali Systems.

On the **Main Menu** tab:

- The initiator of the DV cannot be the payee on the travel reimbursement.

1. On the **Document Overview** tab:
   
   - Enter one of the following in the **Description** field.
     
     - T – In State
     - T – Out of State
     - T - Advance Reconciliation
     - T – Resubmission of DV# XXXXXX

   **Note:** If the reimbursement has no original receipts add “eAudit” to the end of the description (ex. mileage only reimbursements).

   - Use the **Explanation** box to enter the business purpose of the trip and other relevant details.
   - The **Organization Document Number** is for departmental use.
2. On the **Payment Information** tab:

- Click on the lookup icon next to **Payee ID** and use the Payee Lookup to find the person. Be sure to choose “T” as the payment reason.

- Select **return value** for the Payee, and all address information will populate. Enter information as specified below.

  - **Address 1** will not populate for employees not on the Storrs campus.

- **Check Amount** - Must match amount Refund amount on Travel Reimbursement form, and the total of the accounting lines.

- **Invoice Number** - 11 Digit Travel WebForm ID

- **Resubmitting after Disapproval** ‘RS’ and previous Inv Num

- **Invoice Date** - Last date of travel

*Only records with a Payee Number can be paid under Reason Code T.*
3. On the **Accounting Lines** tab fill out the four required fields; **Chart**, **Account Number**, **Object**, and **Amount**. Use the lookup icons as needed. Total must match check amount and refund on Travel Reimbursement form.

4. If there was a Travel Advance Issue for the trip you must add the accounting line **(9044680)** with the employee’s Sub Account **(Employee’s Name)** in the amount of the advance **(always negative)**. The Object Code for this accounting line **always 1170**. Contact Travel Services if a Sub Account is not found. Enter the Travel WebForm Doc ID# in the **Org Ref Id** field for the advance accounting line **(9044680)**.

5. Add the approved Travel WebForm and all required documents on the **Notes and Attachments** tab. Click the Submit button on the bottom of the Disbursement Voucher.

6. When all required documentation is successfully attached click the “submit” button at the bottom of the form.