



University of
Connecticut

KFS Travel Reimbursement Guide

For UConn Employees and Students

Kuali Implementation Team

2015

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.*

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Budget Construction

- [Budget Construction Selection](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Credit Card Receipt](#)
- [Disbursement Voucher](#)
- Distribution of Income and Expense

Under Transactions, Financial Processing, Select Disbursement Voucher

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.

Document Overview ▼ hide

Document Overview

* Description: <input type="text" value="T- In State"/>	Explanation: Hiring Committee Meetings at UConn Stamford 6/15, 6/21, 6/27
Organization Document Number: <input type="text"/>	

Financial Document Detail

* Bank Code 15 Bank of America		Total Amount: 342.99	
		* Accounting Period: July 2012 ▼	

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.

* Payment Reason Code: T - Employee Travel

Vendor Tax Number:

Person First Name:

Person Last Name: Harzewski*

Vendor Name:

Employee ID:

Vendor #:

Active?: Yes No Both

search clear cancel

Only records with a **Payee Number** can be paid under Reason Code T.

1 items found. Please refine your search criteria to narrow down your search.
One item retrieved.

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	Glenn P Harzewski-Burl	Employee (Non-Vendor)	UNIT 6080, Storrs, CT	877805	Yes	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

- 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.

Payment Information

* Payment Reason Code: T - Employee Travel

* Payee ID: 583370

Payee Type: Employee (Non-Vendor)

* Address 1: UNIT 6220

* City: Storrs

Country: United States

* Check Amount: 450.00

Payment Type: Is this a foreign payee: No
Is this payee an employee: No

* Invoice Number: 12345678910

* Payment Method: P - Check/ACH

Check Stub Text:

Vendor Hold Code:

* Payee Name: Dzenis, Martin E

Address 2: NEW CENTRAL WHS

State: CT

Postal Code: 06269

* Due Date: 11/04/2015

Other Considerations: Check Enclosure
 Special Handling
 W-9/W-8BEN Completed
 Exception Attached
 Immediate Payment Indicator

* Invoice Date: 10/15/15

* Documentation Location Code: F - 01

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

Invoice Date- Last date of travel

Invoice Number- 11 Digit Travel WebForm ID
Resubmitting after Disapproval 'RS' and previous Inv Num

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)**.

Accounting Lines hide

Accounting Lines hide detail

Source import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
Line Description									
<input type="text"/>									
1	UC <small>University of Connecticut</small>	9044680 <small>Employee Travel Advance</small>	12345 <small>Glenn Harzewski-Burl</small>	1170 <small>Cash Advances - Travel</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(300.00)	delete bal inquiry
Line Description									
<input type="text"/>									
2	UC <small>University of Connecticut</small>	2911030 <small>Prof Developmt Ucpca</small>	<input type="text"/>	7635 <small>Out-of-State Travel</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	800.00	delete bal inquiry
Line Description									
<input type="text"/>									
								Total: 500.00	

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.

General Ledger Pending Entries show

Notes and Attachments (1) hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse... <small>CANCEL</small>	add
1	07/09/2012 03:25 PM	Glenn P Harzewski-Burl	Harzewski In-State	Travel Reimbursement - Harzewski_In State.PDF <small>(81 KB, application/pdf)</small>	

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