



University of
Connecticut

KFS Out-of-Pocket Reimbursement Guide

For UConn Employees and Graduate Assistants

Office of Travel Services

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This is a step-by-step guide to process Out of Pocket reimbursements for University of Connecticut affiliates. The steps below begin after signing into UConn's [Kuali Financial System](#). There is no form to complete with this request, but all documentation must be attached to the Disbursement Voucher. **Please note:** out of pocket reimbursements are limited to emergency allowable goods up to a limit of \$499.99 per item. Please click [here](#) for more information on what items cannot be submitted as an out of pocket reimbursement.

1. On the **Main Menu** tab:

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

2. On the **Document Overview** tab:

- Enter one of the following in the **Description** field.
 - **F – Out of Pocket**
 - **F – Resubmission of DV# XXXXXX**
- Use the **Explanation** box to describe what was purchased and the business need this purchase facilitated.
- The **Organization Document Number** is an optional field for departmental use.

Document Overview	
* Description:	F - Out of Pocket
Organization Document Number:	
Explanation:	Business Meal Host- David Paquette (UCPEA) Candidate - John Husky Guest - Suzie Husky (UConn)
Financial Document Detail	
* Bank Code	15 Bank of America
Total Amount:	65.24
* Accounting Period:	July 2012

3. 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 "F" as the payment reason.

- Select **return value** for the Payee and all address information will populate. Enter additional information as specified below.
 - **Address 1** will not populate for employees not on the Storrs campus.


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

Payment Information	
* Payment Reason Code:	F - Employees Reimbursements(Non-Travel)
* Payee ID:	090990
Payee Type:	Employee (Non-Vendor)
* Address 1:	UNIT 6080
* City:	Storrs
Country:	
* Check Amount:	65.24
Vendor Hold Code:	
* Payee Name:	David Paquette
Address 2:	NEW CENTRAL WHS
State:	CT
Postal Code:	06269
* Due Date:	07/13/2012
Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached
Invoice Number:	CANDIDATE MEAL
Invoice Date:	07/01/2012
Usage:	
* Payment Method:	P - Check/ACH
* Documentation Location Code:	

Check Amount- Must match documented paid expenses attached to the DV, and the total of the accounting lines.

Invoice Number-Type of expense(s). Abbreviate if necessary and date first expense was incurred. Ex: MEAL06/15/15.

Invoice Date- Enter the last date that the documented expenses were incurred.

4. On the **Accounting Lines** tab fill out the four required fields; **Chart, Account Number, Object, and Amount**. Use the lookup icons as needed; .

- **Important: DVs with an incorrect Object(s) must be DISAPPROVED. The disapproved DV can be copied and resubmitted using the COPY button at the bottom of the e-doc.**

Accounting Lines hide detail									
import lines									
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
								0.00	
add:	Line Description								add
1	UC University of Connecticut	2911030 Prof Developmt Ucpca		6614 Catering				65.24	delete bal inquiry

5. Attach all required documents on the **Notes and Attachments** tab. All receipts must be itemized and show payment has been received by the vendor. Be sure to type a description of the attachment in the

“Note Text” box, and remember to click “add.” Click the Submit button on the bottom of the Disbursement Voucher.

Notes and Attachments (1) hide

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:				Browse... CANCEL	add
1	07/09/2012 03:25 PM	Glenn P Harzewski-Burl	Harzewski In-State	Travel Reimbursement - Harzewski_In State.PDF (81 KB, application/pdf)	

Note Text-Required field. Open format for departmental use.

Click “add”

Additional Information

- **The Quali DV is considered the official record.** All documentation required must be attached to the DV.
- A group has been set up in KFS for documents that require approval by the Provost’s Office. Examples include reimbursements to Deans, Regional Campus Directors or Unit Heads, as well as payments for events/catering where these individuals receive a benefit. The group name is ‘**Provost Approval,**’ and it can be added to an e-doc under the ‘**Ad Hoc Recipients**’.
- At any point in time you may go to the **Route Log** to see where your DV is in the Workflow and what **Future Action Requests** are required before payment is made.
- Payees cannot initiate their own Disbursement Vouchers.
- All claims for Grant funds are routed to OSP staff before they arrive in Travel Services workflow.