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:

   ![Main Menu Screenshot]

   - 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.

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.

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.

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.

**Additional Information**

- **The Kuali 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.