



University of
Connecticut

KFS Travel Reimbursement Guide

For UConn Employees and Graduate Assistants

Kuali Implementation Team

This is a step-by-step guide to process travel reimbursements for employees 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:	<input type="text" value="Hiring Committee Meetings at UConn Stamford 6/15, 6/21, 6/27"/>
Organization Document Number:	<input type="text"/>		

Financial Document Detail

* Bank Code	15 <small>Bank of America</small>	Total Amount:	342.99
			* Accounting Period: <input type="text" value="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

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

0 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

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

* Payment Reason Code:	T - Employee Travel	Vendor Hold Code:	
* Payee ID:	877805	* Payee Name:	Glenn P Harzewski-Burl
Payee Type:	Employee (Non-Vendor)	Address 2:	NEW CENTRAL WHS
* Address 1:	UNIT 6080	State:	CT
* City:	Storrs	Postal Code:	06269
Country:	<input type="text"/> * City	* Due Date:	07/01/2012
* Check Amount:	342.99	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
Payment Type:	Is this a foreign payee: No Is this payee an employee: Yes	Invoice Number:	CT6/15/12
Invoice Number:	CT6/15/12	Invoice Date:	06/27/2012
Usage:	<input type="text"/>	* Documentation Location Code:	F - 01
* Payment Method:	P - Check/ACH		

Invoice Number-In State 'CT' and first travel date.
Out of State Travel Approval Doc ID
Resubmitting after Disapproval 'RS' and previous Inv Num

Invoice Date- Last date of travel

- 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.
- 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 Approval Doc ID# in the **Org Ref Id** field for the advance accounting line **(9044680)**.


Accounting Lines hide


Accounting Lines ? hide detail									
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	
Line Description									
1	UC University of Connecticut	9044680 Employee Travel Advance	12345 Glenn Harzewski-Burl	1170 Cash Advances - Travel				(300.00)	delete bal inquiry
Line Description									
2	UC University of Connecticut	2911030 Prof Developmt Ucpes		7635 Out-of-State Travel				800.00	delete bal inquiry
Line Description									
								Total: 500.00	

- Add [Travel Reimbursement summary form](#) 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:			Note Text-Required field. Open format for departmental use.	<input type="button" value="Browse..."/>	<input type="button" value="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)	

Click "add" 

- When the document is successfully submitted, a link to a PDF cover sheet will become available above the **Document Overview** tab. Print the cover sheet and mail with all original receipts to [Travel Services](#). Disbursement Vouchers with **eAudit** have no original receipts connected to the reimbursement. These can be processed without mailing any paper documents to Travel Services. Any DV requiring an original receipt will be reviewed upon receipt of the Cover Sheet with original receipts.

Additional Information

- **The Kuali DV is considered the official record.** All documentation required must be attached to the DV. This includes Travel Reimbursement Form, Travel Approval Form (completed version), original receipts, and digitally born receipts. The Cover Sheet and original receipts must be received by Travel Services before the audit process begins.
- 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 it 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.