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.**

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** - 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

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

5. 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.

6. 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.