This is a step-by-step guide to process Out of Pocket 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. There is no form to complete with this request, but all documentation must be attached to the Disbursement Voucher. A DV Cover Sheet and original receipts must be sent to Travel Services.

1. On the **Main Menu** tab:
   - **Important:** The initiator of the DV cannot be the payee on the 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

   **Note:** If the reimbursement has no original receipts, add “eAudit” to the end of the description (ex. receipt is only available through an online account).

   - Use the **Explanation** box to describe what was purchased and the business need this purchase facilitated. For business meals, list the attendees and their affiliation.
   - 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.

   ![Payment Information screenshot]

   **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.

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

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

4. On the **Accounting Lines** tab fill out the four required fields; **Chart, Account Number, Object, and Amount**. Use the lookup icons as needed; 📡.
5. Attach all required documents on the **Notes and Attachments** tab. 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 tab]

Click “add”

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. 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 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.