



University of  
Connecticut

# KFS Out-of-Pocket Reimbursement Guide

For UConn Employees

Kuali Implementation Team

13

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.**

**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**

**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.

Document Overview			
	* <b>Description:</b>	<input type="text" value="F - Out of Pocket"/>	
	<b>Organization Document Number:</b>	<input type="text"/>	<b>Explanation:</b>
			<div style="border: 1px solid gray; padding: 2px;">           Business Meal            Host- David Paquette (UCPEA)            Candidate - John Husky            Guest - Suzie Husky (UConn)         </div>
Financial Document Detail			
	* <b>Bank Code</b>	15 Bank of America	<b>Total Amount:</b> 65.24
			* <b>Accounting Period:</b> 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	Vendor Hold Code:	
Payee Type:	Employee (Non-Vendor)	* Payee Name:	David Paquette
* Address 1:	UNIT 6080	Address 2:	NEW CENTRAL WHS
* City:	Storrs	State:	CT
Country:		Postal Code:	06269
* Check Amount:	65.24	* Due Date:	07/13/2012
Is this a foreign payee: No		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.

**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;

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

- 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 (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”

- 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.