2015

**KFS Travel Reimbursement Guide**

**For UConn Employees and Students**

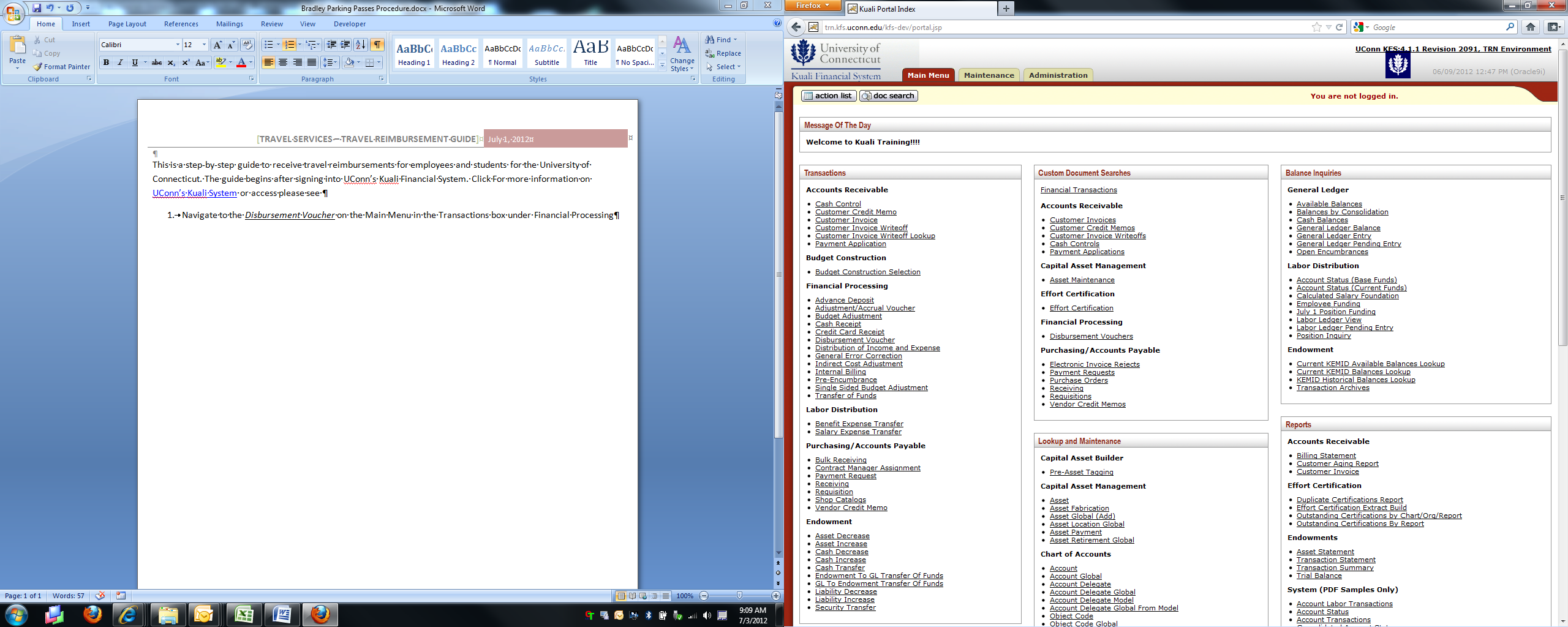
**Kuali Implementation Team**

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This is a step-by-step guide to process travel reimbursements for employees, students, and Graduate Assistants for the University of Connecticut. The steps below begin after signing into UConn’s [Kuali Financial System](https://kfs.uconn.edu/kfs-prd/portal.jsp). For more information about KFS, please visit this website: [UConn Kuali System](http://kuali.uconn.edu/)s.

On the **Main Menu** tab:

* ***The initiator of the DV cannot be the payee on the travel reimbursement.***

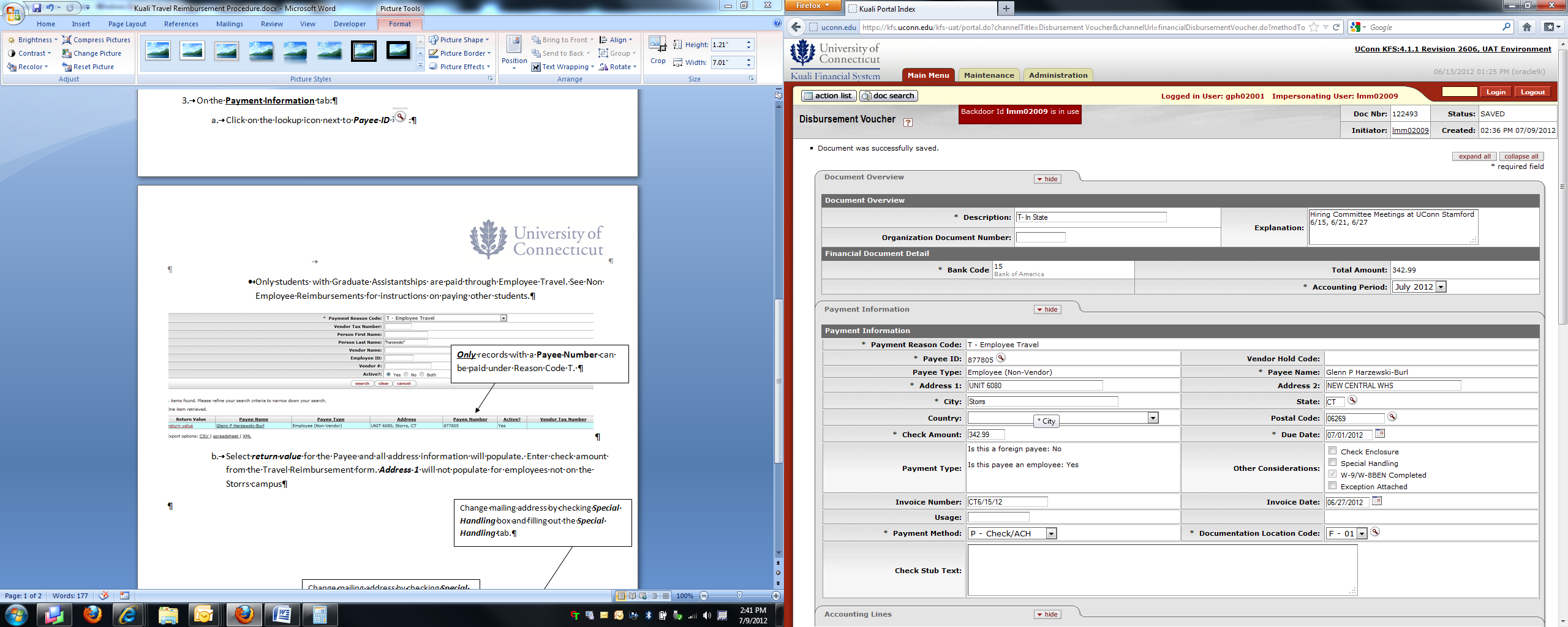


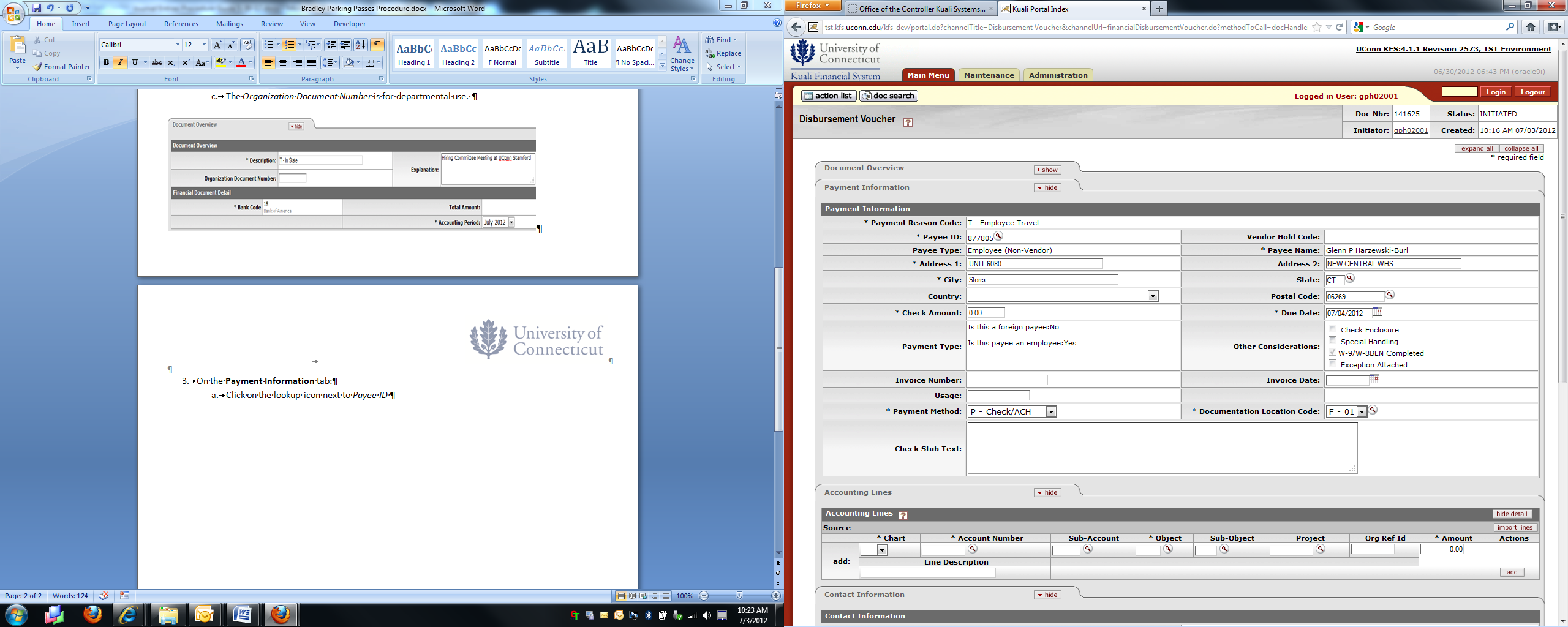
**Under Transactions, Financial Processing, Select Disbursement Voucher**

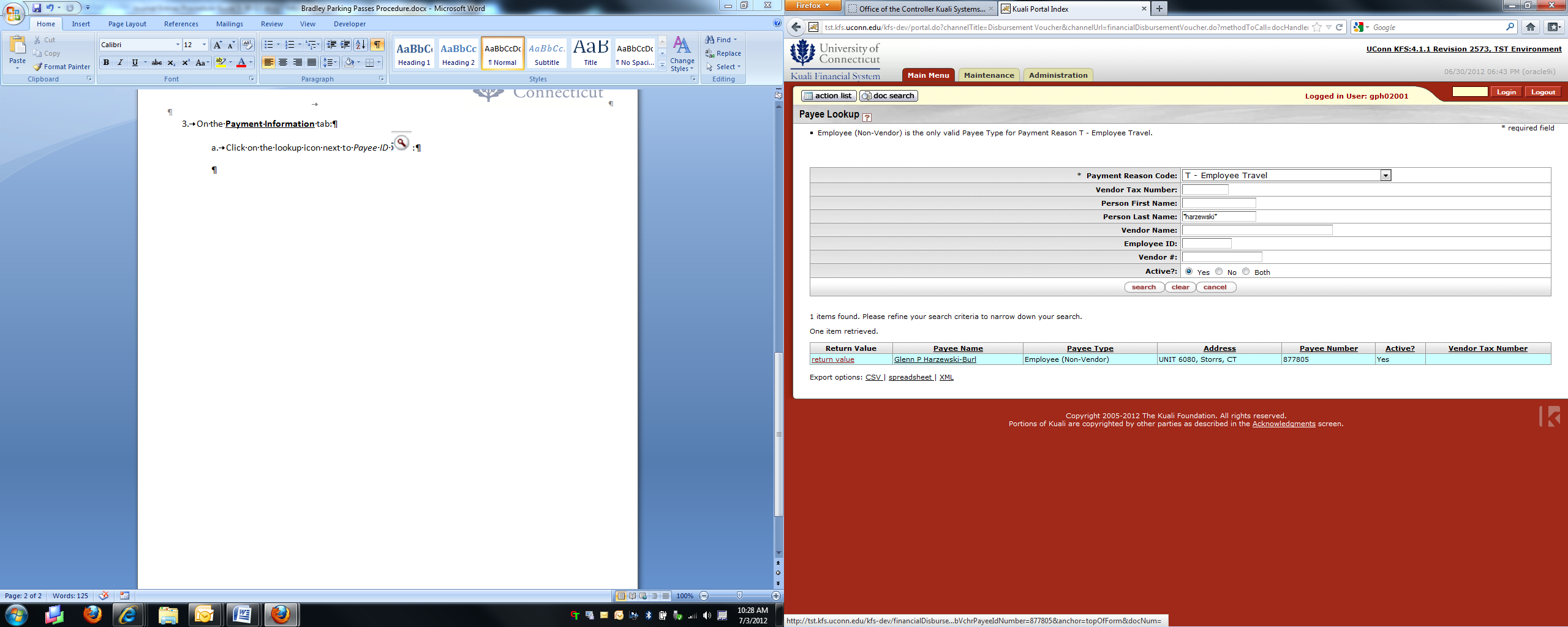
1. On the **Document Overview** tab:
   * Enter one of the following in the ***Description*** field.
     + **T – In State**
     + **T – Out of State**
     + **T - Advance Reconciliation**
     + **T – Resubmission of DV# XXXXXX**

***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.



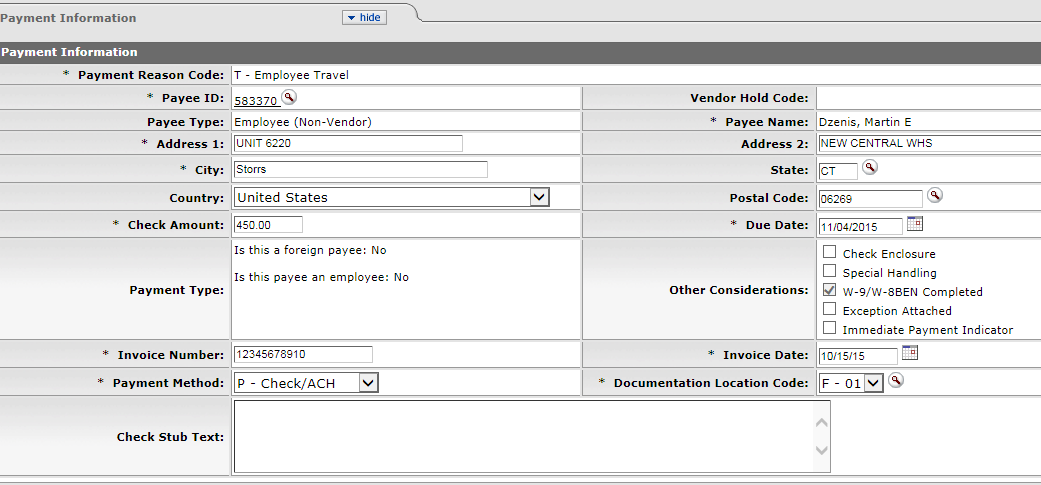
1. On the **Payment Information** tab:
   * Click on the lookup icon next to ***Payee ID*** **and use the Payee Lookup to find the person. Be sure to choose “T” as the payment reason.



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

* + 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.

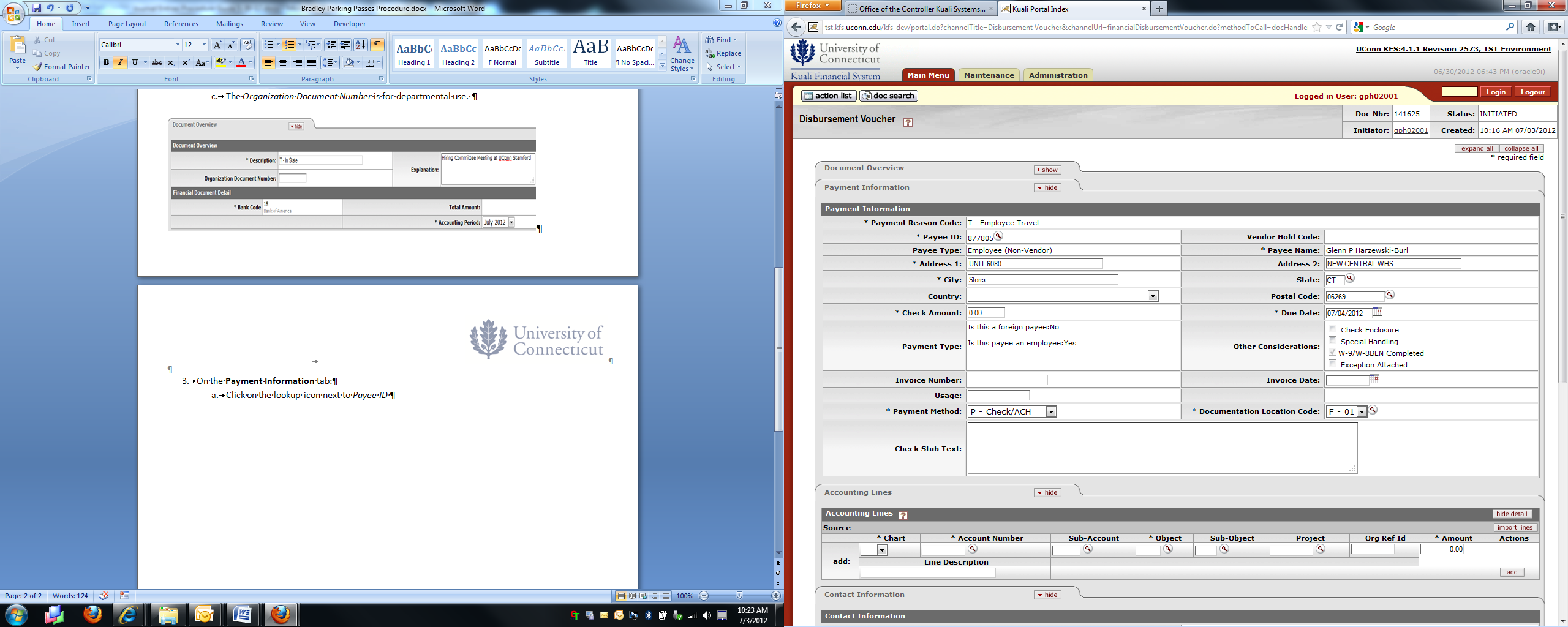


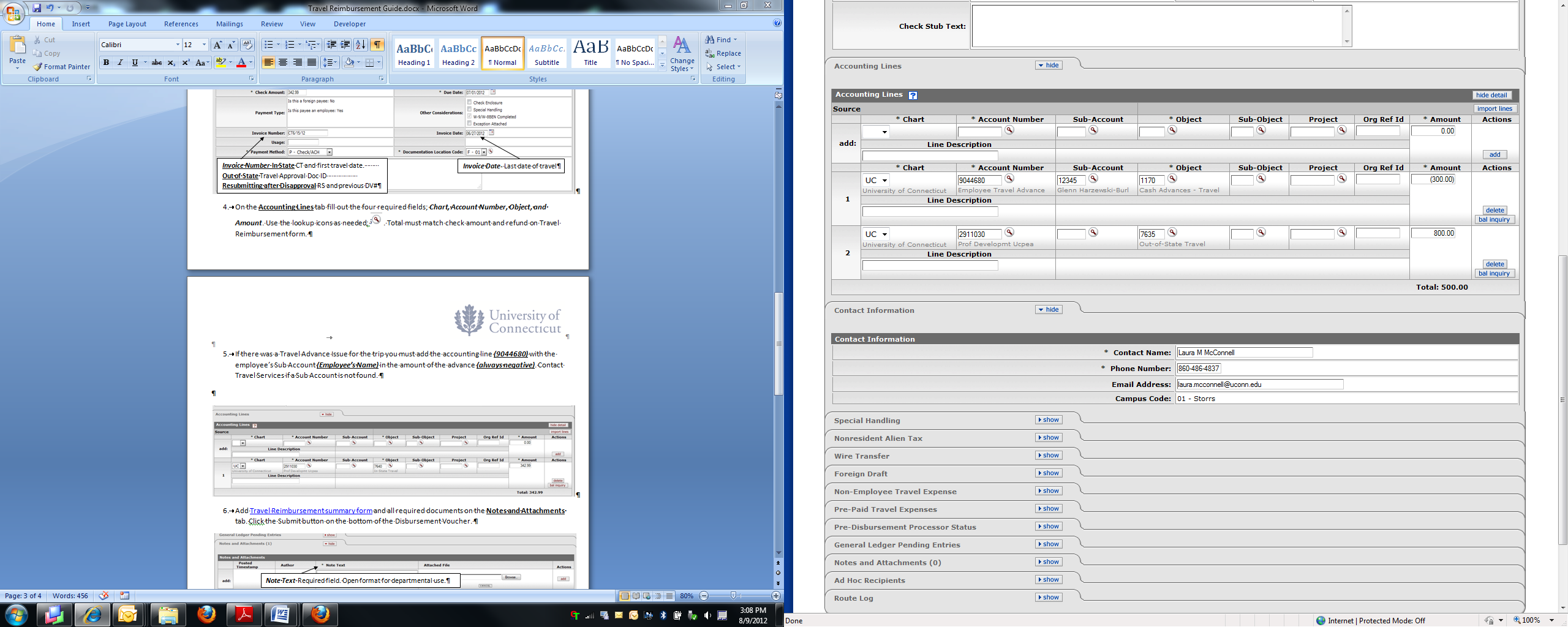
***Invoice Number***- 11 Digit Travel WebForm ID

**Resubmitting after Disapproval** ‘RS’ and previous Inv Num

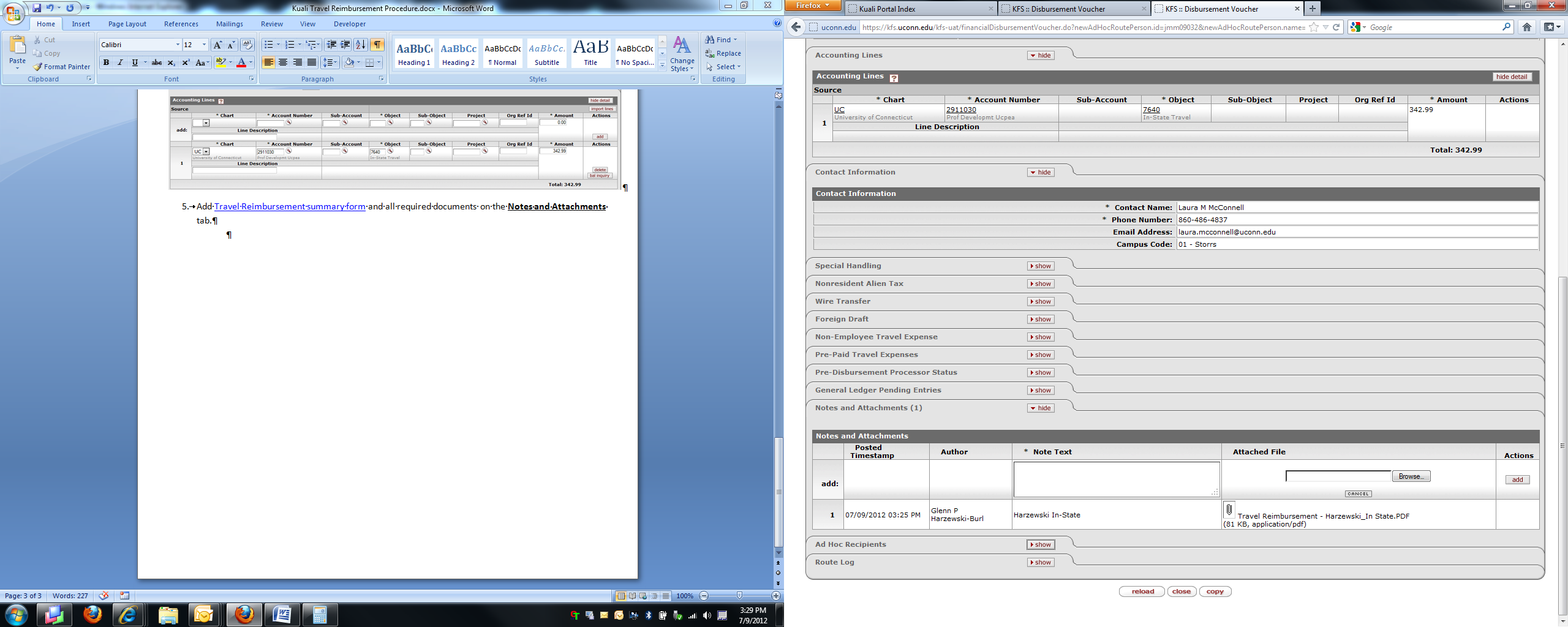
***Invoice Date-*** Last date of travel

-State or Country Code & First Travel Date

1. 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.
2. 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 WebForm Doc ID# in the ***Org Ref Id*** field for the advance accounting line ***(9044680).***



1. Add the approved Travel WebForm and all required documents on the **Notes and Attachments** tab. Click the Submit button on the bottom of the Disbursement Voucher.



Click “add”

***Note Text***-Required field. Open format for departmental use.

1. When all required documentation is successfully attached click the “submit” button at the bottom of the form.