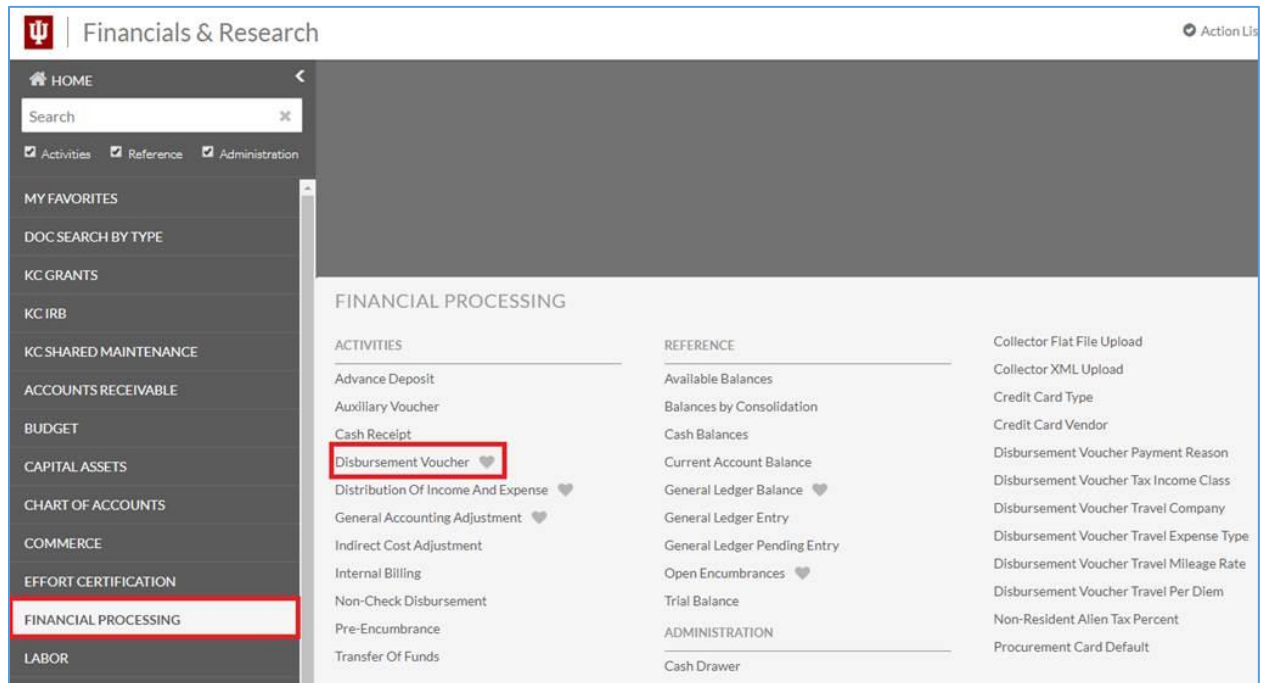


How to Process a Travel Vendor Payment via a Disbursement Voucher in KFS

Vendor Payment

1. From the Financial Processing tab, select Disbursement Voucher.



2. Complete the Disbursement Voucher as follows.


Document Overview Tab

- a. In the Description field add the traveler's name and trip dates.



DOCUMENT OVERVIEW	
OVERVIEW	
* Description :	<input type="text" value="Donna Burkhardt 3/4/19-3/7/19"/>
Organization Document Number :	<input type="text"/>

Payment Information Tab

a. Click the 'Payee ID' lookup.

Payment Information		hide	
Payment Information			
* Payment Reason Code:			
* Payee ID:			
Payee Type:		* Payee Name:	
* Address 1:		Address 2:	
* City:		State:	
Country:		Postal Code:	
* Check Amount:	0.00	* Due Date:	
Payment Type:	Is this a foreign payee: No	Other Considerations:	
	Is this payee an employee:		
* Payment Method:			<input type="checkbox"/> Check Enclosure
* Documentation Location Code:	T - Travel Management		<input type="checkbox"/> Special Handling
* Check Stub Text:	T-EMP-2405, BIRCH TREE		

b. Select P-Travel Payment for Prepaid Travel from the Payment Reason Code dropdown.

* Payment Reason Code:	
Vendor Tax Number:	Z - Claims, Settlements or Tax Payments
Person First Name:	E - Compensation for Services
Person Last Name:	D - Compensation in Respect to Decedent
Vendor Name:	H - Medical , Health Care or Insurance Pmt.
Employee ID:	M - Moving Reimbursement
Vendor #:	C - Payment to Research Participant
Legacy Payee Id:	L - Payments for Contractual Agreements
Active?:	A - Prize and/or Award
	F - Refund/Repayment to Individual or Agency
	B - Reimbursement for Out of Pocket Expense
	T - Rental Payment
	K - Revolving Fund Reimbursement
	R - Royalties
	W - Subscriptions,Books,FEES,Resale
	P - Travel Payment for Prepaid Travel 
	N - Travel Payment for a Nonemployee
	G - Utilities, Freight or Postage

c. Enter a partial Vendor Name making sure you use wildcards (*). Click 'search' and then 'return value'.

* **Payment Reason Code:** P - Travel Payment for Prepaid Travel

Vendor Tax Number: []

Person First Name: []

Person Last Name: []

Vendor Name: *Ameriplex*

Employee ID: []

Vendor #: []

Legacy Payee ID: []

Active?: Yes No Both

[search] [clear] [cancel]

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?
return value	Ameriplex Hotel, LLC	Vendor	8555 Stansted Drive, Indianapolis, IN US	235937-0	Yes

One item found. 1

Export options: [CSV](#) | [Excel](#) | [XML](#)

NOTE: if you are unable to locate the vendor, you will need to submit a vendor document to create the vendor record in KFS. See the FMS [Vendor Creation Guide](#) for assistance.

- d. The Payment Reason Code and Payee information is automatically populated on the DV. Enter the Check Amount and the Payment Method. NOTE: If the Payment Method is Wire or Foreign Draft, those tabs will also need to be completed on the DV Document.

Verify the other field settings such as Due Date and Other Considerations. Add any additional information in the Check Stub Text (if needed).

Payment Information [hide]

Payment Information

* **Payment Reason Code:** P - Travel Payment for Prepaid Travel

* **Payee ID:** 235937-0

Payee Type: Vendor

* **Address 1:** 8555 Stansted Drive

* **City:** Indianapolis

Country: United States

* **Check Amount:** 0.00

Payment Type:
 Is this a foreign payee: No
 Is this payee an employee: No
 Is this an employee paid outside of payroll: No

* **Payment Method:** []

* **Payee Name:** Ameriplex Hotel, LLC

Address 2: []

State: IN

Postal Code: 46241

* **Due Date:** 06/16/2016

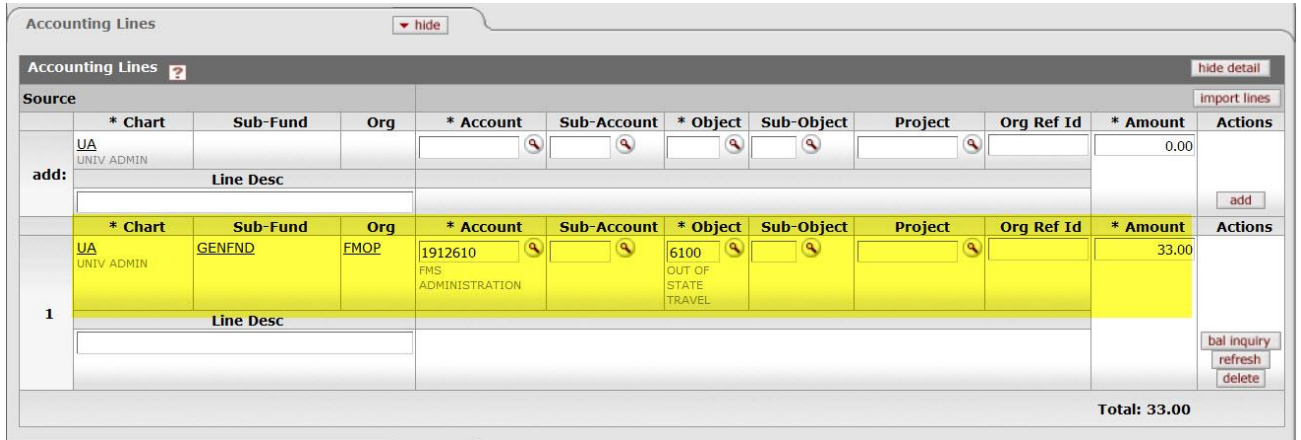
Other Considerations:
 Check Enclosure
 Special Handling
 W-9/W-8BEN Completed
 Exception Attached
 Immediate Payment Indicator: No

* **Documentation Location Code:** T - Travel Management

* **Check Stub Text:** T-EMP-2405, BIRCH TREE

Accounting Lines Tab

- a. Enter the department account and prepayment amount and select “add”.



The screenshot shows the 'Accounting Lines' window with a table containing the following data:

Source	* Chart	Sub-Fund	Org	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	UA UNIV ADMIN									0.00	
add:	Line Desc										add
1	UA UNIV ADMIN	GENEND	FMOP	1912610 FMS ADMINISTRATION		6100 OUT OF STATE TRAVEL				33.00	bal inquiry refresh delete
										Total: 33.00	

Pre-Paid Travel Expenses Tab

- a. Complete as shown in the screen shot below.
- *Location – location of the event
 - *Type – choose from drop down menu
 - *Start Date – Start date of the event
 - *End Date – End date of the event
 - *Name – Enter the travelers name number
 - *Department Code – university department code
 - *Req/Instate – enter 'TRIP'
 - *Amount – amount of the prepayment

Don't forget to click the add button!

Pre-Paid Travel Expenses ▼ hide

Pre-Paid Travel Expenses

Overview

* Location: Chicago

* Type: PL - Prepaid Lodging Enter or select all fields

* Start Date: 09/21/2016

* End Date: 09/22/2016

Expenses	Enter the Traveler's Name	Enter the Department	Type TRIP	Enter the dollar amount	Actions
add:	* Name:	* Department Code:	* Req/Instate:	* Amount:	
	Traveler's Name	PUR	TRIP	120	add
Total:				\$ 0.00	

b. Select one of the following Routing Buttons.

submit	Click submit after calculate and the document will now begin the electronic routing process.
save	Save is clicked if the document if not ready to submit. It will be forwarded to your Action List to be completed later.
close	After the document is submitted or saved. It will close the screen.
cancel	This button is used to completely cancel the document.
copy	The copy feature is used to copy this TR to your action list. If a similar trip is taken, the initiator can pull the document up and change the date and times of the trip as well as the reimbursement expenses.

DV Supporting Documentation Preparation

Complete the following preparation regardless of the method used for submitting the DV supporting documentation (via the [upload tool](#)).

Tape small receipts to an 8.5 x 11 piece of blank paper making certain to avoid applying tape to the ink on the receipt (do not cover amounts, date, vendor name, etc.).

Redact all sensitive data (social security number, credit card number, banking information, etc.).

Perform quality assurance on each page ensuring legibility, etc. If the information is not legible, try darkening the image before

submitting. If the information is still not legible, write the applicable information on or beside the receipt.

Remove all staples

Number each page of the documentation. The DV coversheet should be on page 1, and the remaining supporting documentation should be ordered logically.

Make a copy of the original documentation for your records.