

EMPLOYEE TRAVEL REIMBURSEMENT IN FAMIS

FAMIS	Fields	Information required in fields	
Screen 235	Doc	If processing a business meal or alcohol expense you will need to create an L-doc instead of including on the travel E-doc	
		Type "E0" second digit is zero not the letter O	
	Order Date	First date of travel	
	Dept	Defaults to creators access	
		If the account to be used has a different dept or sub dept than creators default then this must be set up via the PF11 pop up	
	Subdept	Defaults to creators access	
		Travel dates, destination and traveler (depending on what your approver wants)	
	Doc Summary		
	Vendor	Appropriate Vendor ID and mail code for traveler Verify correct mail code is selected for ACH	
	Reimburse ID (also known as ALT Vendor)	Only used in the case of paying back an advance the vendor id must be 95565565569 (Research only).	<b>Advances</b> -Enter the amount of the travel voucher as the amount of the E-doc.
		Must be 6 digit account hyphen and at least 1 character (i.e. 203123-001 or 203123-ABC)	
	User Ref		
	LDT Cd	Leave Blank	
	FOB	Leave Blank	
	All Items Rcvd	MUST BE MARKED "Y"	
	Date Received	Last date of travel	
	Ship To	Pick the three digit code for your department	
Address Nbr	If unsure of the code place cursor over field and hit PF2 to search by department name		
Invoice To	Pick the three digit code for your department		
Address Nbr	If unsure of the code place cursor over field and hit PF2 to search by department name		
PF9 to pull up			
Notes	Enter the destination, purpose and benefit of travel		
PF5 to			
Screen 236	Account	Enter department account, support account and appropriate object code for the travel expense See check list for appropriate object code	Repeat for each type of travel expense as listed on the checklist or if using multiple accounts to split the same type of travel expense. In the description field for non receipt items, if documentation does not exist otherwise, must be detailed in the description. An example would be parking must list date, location and amount of each expense. See checklist for documentation requirements. <b>Advances</b> -Enter the amount of the travel voucher as the amount of the E-doc.
	Qty	Must Enter "1"	
	UOM	Must Enter "EA", "TRIP" or "MO"	
	Unit Price	Amount of that particular travel expense	
	Description	Type of travel expenditure (i.e. Car Rental) <b>Important: The first 40 characters of the first line item description is used as part of the email notification sent to the traveler. Destination and beginning and ending travel dates are suggested to be used here.</b> This only is true of the first line item description it does not need to be repeated for any other line items on the payment document.	
PF5 to			
Screen 237	Close Document	Close and Route as normal	
Proceed to			
Screen 341	Invoice #	Use last name of the traveler and first date of trip or the E-document number. Example: E123456 or Smith012910 <b>Advances:</b> E123456-1/E123456-2 or Smith012910-1/Smith012910-2	<b>Advances</b> -If reimbursement amount is greater than the advance, create 2 headers, one for the advance and one for the amount greater than the advance. If reimbursement amount is less than or equal to the advance, create 1 header for the amount of travel voucher.
		Vendor number and alt vendor pulls forward from screen 235	
	Hit enter		
	Invoice Amount	Enter total reimbursement amount, must equal line item total from screen 236	<b>Advances</b> -See note above on Inv #.
	Invoice Date	Last date of travel	
	Terms	Blank	
	Due Date	Auto Filled	
	Disc Due Date	Auto Filled	
	Receive Dt Invoice	Date received in department for processing reimbursement	
	Encl Cd	Blank	
	Req Pay Dt	Blank	
	Cust AR Number	<b>Destination and travel dates</b> would be a good identifier to put here for the traveler to determine what the payment is for on their bank statement.	
	IC	Enter "R"	
	Rsn	Enter "ER"	

Use local and state fund checklist for receipt/documentation requirements and travel expense coding requirements  
 -State Funds Checklist 1XXXXX and 29XXXXX  
 -Local Funds Checklist all other funds

\*\*\* State Funds & Local Funds - After completing the processing in FAMIS scan the travel voucher form and receipts in Laserfiche. Assign the Invoice template to the Laserfiche document. Submit to Disbursements-Travel for processing using the folders WIP-Disbursements-TAES or TCE; Travel Vouchers - Local, State Funds or Local-Travel Advance Reimb.

\*\*\* Please be sure to scan into the appropriate folders. This will help with expediting the travel reimbursement.