Processing Reimbursements in Kuali with a “Disbursement Voucher Quick Expense (DVQE)” document for travel and non-travel expenses

This is a step-by-step guide for reimbursement DVQEs. The system will not submit incomplete DVQEs and will alert you to missing items. Once you submit a DVQE, it will be routed to a member of the business office and will be reviewed for accuracy. If you “get stuck” while processing, feel free to contact Maricela Rodriguez or Regina Gongoll by phone or email. They will advise you. Please remember to always click “Add” after each entry and save the document continuously to avoid data loss. You can process DVQEs for both personal reimbursements – when a person paid with his or her own credit card – or travel card reimbursements. A travel card training will follow soon.

To get started:

1. Log into Kuali: [http://fbs.usc.edu/depts/kuali](http://fbs.usc.edu/depts/kuali). You will be directed to the Financial Main Menu Tab. On the left-hand side of the page, you will find the Transactions box.

2. Go to the Purchasing /Accounts Payable section, and click on DVQE Reimbursement (Travel & Non-Travel) to begin your reimbursement.

The DVQE document is sectioned into tabs that group common expenses for ease of processing.

![DVQE Document Overview](image)

Depending on the type of reimbursement you are processing, travel or non-travel, you will find these DVQE sections in the form:

- Document Overview
- Report
- Reimbursement information
- Incidental / Meetings
- Transportation
- Package
- Personal Vehicle
- Lodging and Meals
- ATM Fees/Pre-Trip/Advances/Non-USC Funding
- Goods and Services (Non-Travel)
- Summary
- Accounting Lines
- Deferral/Period 13
- Contact Information
- Check Pickup
- Tax
- US Bank Wire Transfers
- Foreign Wire Transfer
- Pre-Disbursement Processor Status
- General Ledger Pending Entries
- Notes and Attachments
- Ad Hoc Recipients
- Route Log

Not all sections will have to be populated for all DVQEs, but here is a section-by-section guide to where you need to enter information:

- **Document Overview** – No action needed
- **Report** – Click on the [print PDF] to print out a report after the DVQE is submitted
- **Reimbursement Information** - enter Payment Information
  a) Go to Payee ID, and click on the magnifying glass

You will be directed to a Payee Lookup page
  b) Search for your Payee by First/Last Name or any of the additional fields provided.
After you search for your payee, a list of Payees will populate.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Payee Name</th>
<th>DBA Name</th>
<th>Payee Type</th>
<th>Ad</th>
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</thead>
<tbody>
<tr>
<td>return value</td>
<td>Robinson, Sara</td>
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<td>3715 MCCLINTOCK AVE, L</td>
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<tr>
<td>return value</td>
<td>Robinson, Sara</td>
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<td>S</td>
<td>USC Financial Aid Office, L</td>
</tr>
</tbody>
</table>

2 items found. Please refine your search criteria to narrow down your search.

2 items retrieved, displaying all items.

- **c) Click on Return Value next to your Payee’s name to choose the Payee.**

  - If the payee doesn’t have ACH (electronic fund transfer or direct deposit), the address information will remain blank and you have to input a (non-campus) address. Typically, that address will be a home address for the person expecting to be reimbursed. USC does not mail checks to campus addresses. You can request to pick-up the check at the USC Departments of Business Services located in University Gardens Building - 3500 South Figueroa Street | UGB 210 | Los Angeles, CA 90089-8015.

- **d) Under “Travel” or “Non-Travel”: Choose Travel if expenses include airfare and hotel; choose “Non-Travel” if, for example, you process a reimbursement for office supplies.**

- **e) If applicable, click “Check Enclosure” or Check Pickup & follow the instructions in the pop-up boxes**

- **f) Trip Information: Fill out the fields with information about your trip**

- **g) Reimbursement Details: Fill out your Business Purpose.**

  - **The business purpose must be as detailed as possible.** Include dates, conference/event name, expense type, location, and guest names if applicable (example: Travel to New Orleans, LA for
Gerontological Society of America Conference – 11/1/16 – 11/4/16). The business purpose “lab supplies” is not allowable because it is not specific enough. For example, if you are trying to be reimbursed for copy paper, you must include a purpose. For instance, “copy paper for printer xxx in room #”, or “printer cartridges to complete the project xyz for the conference in San Francisco on Nov. 11, 2017”.

Incidental/Meetings Tab

h) Incidental Expenses: Fill in info about incidental expenses such as parking, internet, copies, etc.
i) Meeting Expenses: Input information about meeting expense such as memberships/registrations. Include meeting type and meeting date

Transportation Tab

j) Enter expenses for Airline/Rail Cost, Rental Car, Taxi/Shuttle/Bus/Other. Include vendor information, and comments if needed.

Package Tab – (Travel Packages)

k) The “package” tab is used when you do not lodging information that shows specific amounts for day rates and taxes for the hotel. If you have a hotel bill that shows the exact rate per night plus the rate for taxes, use the “Lodging and Meals” tab. For packages, include the name of vendor, full package details, departure date, # of nights & rooms, guest’s names, & comments, if needed.
Personal Vehicle – Travelers can only claim mileage when using their personal vehicle while on USC business.

l) Enter information – Departure location, arrival location, date, purpose, miles traveled, business purpose, etc. The reimbursable amount (field) will automatically calculate.

- Trip total mileage can be calculated using a destination map (ex: google map) showing To/From mileage. You need this print out as a receipt for the use of a personal vehicle.

Lodging and Meals Tab

Select one:

m) Method A (Actual Lodging & Meal Expenses): Enter all information requested under Lodging Actual Expense and Meal Actual Expense. The total amount will auto-calculate.

n) Meal Actual Expense: Enter information requested for meal expense

o) Method B (Actual Lodging and Meal Allowance): Enter all information requested under Lodging Actual Expense and Meal Allowance. University Domestic (USA) Daily Meal allowance is already pre-populated. The total amount will auto-calculate. Check University Maximum Rates for Internal Daily Meal Allowance.

p) Method C (Per Diem): Enter all information requested under Per Diem Lodging and Meals. University Domestic (USA) Daily Per Diem allowance is already pre-populated. The total amount will auto-calculate. Check University Maximum Rates for Internal Daily Per Diem Allowance.

- Names of the persons attending the meal are required if 10 or less attendees. For more than 10 attendees, include the names of people present at the meal. The business purpose must be clearly stated, and you need itemized meal receipts. A signed credit card receipt is not sufficient.

- Receipts for all actual lodging and meal expenses claimed will need to be uploaded at the end of the DVQE process.

- Check University Maximum Rates for Domestic meal allowance [https://procurement.usc.edu/payments/reimbursements maximum rates/].

- For International Allowance, check the U.S Department of State website [https://aoprals.state.gov/web920/per_diem.asp]. Search for the Country of stay for Meal Allowance. Print this out as well to use as your receipt.

- International currency receipts will need to be converted to USD $. You can use OANDA Currency Conversion website [https://www.oanda.com/currency/converter] and include with your receipts a print out of the exchange as proof OR you can include any backup documentation such as bank/credit card statement showing the USD $ charge.
ATM Fees/Pre-Trip/Advances/Non-USC Funding Tab

q) ATM Fees – For USC Travel Cardholders Only – Enter cash withdrawal date, method, amount, & local fee.

r) Pre-Trip Expense Reports: Not used in Gerontology

s) Cash Advances: Used when Settling a Cash Advance for a Payee. Click on ‘Select a Cash Advance’ to add the advance to be settled.

t) Non-USC Funding: Not used in Gerontology

- When using university cash funds such as travel card ATM withdrawals and Cash Advance funds, all receipts must be kept and submitted for reconciliation through a DVQE. Any unused funds will need to be returned to the Business Office for deposit and settlement. Check the University website on Cash Advances for restrictions [https://procurement.usc.edu/payments/reimbursements/cash-advances/](https://procurement.usc.edu/payments/reimbursements/cash-advances/)

Goods & Services (Non-Travel) Tab

u) Enter non-travel expense type, date & amount of claim. These expenses include materials and supplies for university business purposes other than travel. Click Add.

- For USC Corporate Card Holders Only – Please check proper use of Procurement Card (Pcard) vs Travel Card. If you are a Pcard holder, materials and supplies should be purchased on your Pcard. [http://procurement.usc.edu/corpcard/using-corporate-cards/](http://procurement.usc.edu/corpcard/using-corporate-cards/)
Summary Tab

v) Populates automatically as DVQE tabs are filled out. Check that amount being reimbursed to either your travel card or Personal are accurate.

Accounting Lines Tab

w) Select “SC,” enter your 10-digit account #, object code, amount to allocate to account, and line description (optional). You can allocate up to 100 account #’s.

- Line Description is optional. However, if you prefer a specific description to show up on your account financial transaction list, enter a brief summary description of your reimbursement (up to 40 characters’ maximum). Example: S.Robinson – Trvl to GSA 11/1. Otherwise, the standard document description will show up. Example: Last Name, First Name-DVQE-

Contact Information Tab

x) Automatically populates with information of the person processing the DVQE in Kuali.

Check Pickup Tab

y) Used when you select to pick up a check. See notes above on Reimbursement Information. Select a pickup location (HSC/UPC), enter a phone number. This is the phone number you will provide at USC Departments of Business Services when you pick up the check.

U.S. Bank Wire Transfer Tab

z) Used when you select Wire payment method. Fill out the following sections:

- Bank Information: Routing #, bank name and address.
- **Beneficiary Information**: Beneficiary name, account number and a reference.

- **Note that domestic wire transfers are NOT permitted and are processed solely at the discretion of Disbursement Control.**

**Foreign Wire Transfer Tab**

**aa)** Used when you select Wire payment method. Fill out the following sections:

- **Wire Information**: wire amount, currency (wire and non-USD) and converted amount.
- **Bank Information**: Bank name & address, Swift code, bank code, beneficiary IBAN# and account #
- **Beneficiary Information**: Beneficiary name, and address, contact name, phone, email address, reference.
- **Intermediary Information**: Bank name, ABA#/SWIFT, Account #

- You can use OANDA Currency Conversion website [https://www.oanda.com/currency/converter/](https://www.oanda.com/currency/converter/) and include a print out of the exchange as proof the converted rate.

**Pre-Disbursement Processor (PDP) Status Tab**

**bb)** This tab will automatically populate with PDP information about the status of your reimbursement payment such as PDP Extraction Date (disbursement control review date) and PDP Paid Date (Payment Date)

**General Ledger Pending Entries Tab** – No action required. Displays information from Accounting Lines Tab.
Notes and Attachments Tab

cc) Includes a Note Text and Attached File box. Enter notes about the reimbursement or the type of file being attached. Choose your file saved on your computer to attach. Click Add. Preferred file to attach is PDF. Jpg and Word also accepted.

- Upload all your receipts and supporting documentation related to your reimbursement claim. Make sure receipts include payment method used and billing information (example: Visa ****1234). Bank statement may not be used in lieu of receipt. Please fill out a missing-receipt-declaration form [https://procurement.usc.edu/payments/reimbursements/receipts/](https://procurement.usc.edu/payments/reimbursements/receipts/)

- **For USC Travel Card Holders** – Upload a statement of your travel card charges. The Business Office reviews travel card statements for accurate reconciliation of charges.

Ad Hoc Recipients Tab

dd) Used when specific individuals or groups in Kuali need to be added to the reimbursement for approval or review. They will be added to the Route Log of the DVQE. Select the Action Requested, enter User ID or Group ID (use the magnifying glass to search if needed). Click Add.

Route Log Tab

ee) Displays detail information about the DVQE creation and workflow such as Actions Taken, Pending Actions Requests, and Future Action Requests.

ff) Future Action Requests: Click on [**...**](#) to display all pending actions

Functionality Buttons: Once you have entered all the necessary information for your DVQE, click Submit.
For detailed information, please visit these sites before you start a DVQE:
- Reimbursement Process and Policy: http://procurement.usc.edu/payments/reimbursements/
- DVQE Training: https://procurement.usc.edu/training/dvqe/
- Maximum Rates: Please check university maximum rates for allowable reimbursements and with your supervisor for grant or program maximum rates
  https://procurement.usc.edu/payments/reimbursements/maximum-rates/
- Miscellaneous Expense Restrictions: Please check university restrictions on miscellaneous travel and non-travel expenses that are not permitted using university funds
  https://procurement.usc.edu/payments/reimbursements/misc-expense-restrictions/