Employee Payment Request form FAQ

Version: 1.0
Revision Date: May 27, 2015

Accounting and Fiscal Services is pleased to introduce the new Employee Payment Request form. The new form will be used for all expense reimbursements including Travel Expense Claim, Travel Advance and Direct Vendor Payment, Hospitality Expense Claim and all other reimbursements.

Improvements include helpful pop up information that will simplify completion of forms as well as built-in links to other required forms that assist with meeting compliance requirements. These improvements will enable Accounts Payable to issue reimbursements without unnecessary delays due to missing documentation.

Questions? Contact Accounts Payable Manager Lana Lewis at x52854.

What should I do if my web browser does not display the form?

This new fillable form includes advanced functionality such as pop up information and calculation that requires extended support version of the web browser. Three options are available to obtain the form:

Option 1: You can download the form directly to your local disk:
- Right click on the form link;
- Click on “Save Link As...” to download form;
- Open downloaded form with Adobe Reader 9.1 (or higher) or Adobe Acrobat Pro.

Option 2: The form is attached to this FAQ document. Click on the paperclip icon on the left-hand side of this document to view the “Attachments” section. Double click the attached form to open.

Option 3: You can contact IT help desk to install Firefox ESR if you wish to open and complete the form on your web browser. Click here for more information of the supporting web browser.
When should I select **Travel Expense Claim** as the payment type?

Select **Travel Expense Claim** when you have completed your official preauthorized University travel and are ready to report your travel expenses and be reimbursed. You are required to complete a travel expense claim no matter what the reimbursement is, even when the amount of reimbursement due you is zero. For example, the University directly paid all of your travel expenses.

When should I select **Travel Advance & Direct Vendor Payment** as the payment type?

Select **Travel Advance & Direct Vendor Payment** when you want to be paid in advance for your estimated out of pocket expenses you will incur during your travel or for travel expenses, you have prepaid, such as conference registration fees or airline tickets. This option should also be used when you want a check payable to a vendor, such as a hotel or an airline. Be sure to enter the vendor name in the “Payee Name” box. If you want multiple vendor checks or if you want a vendor check and a check payable to you then you must complete a separate form for each check.

When should I select **Hospitality Expense Claim** as the payment type?

Select **Hospitality Expense Claim** when you are requesting reimbursement for hospitality expenses you have incurred.

(1) Hospitality expenses can be for meals, light refreshments, gifts, recognition events, promotional items, activities to promote employee morale, fundraising events, conferences, hosting guests, entertainment services and recruitment.

(2) The EBxxx funds must NOT be used for the followings: alcohol, tobacco, entertainment services, memberships in social organizations, promotional items for employees, gifts and business meetings for employees only.

(3) Activities that are not allowable hospitality expenses for any fund are birthday parties, weddings, get-well, anniversaries, baby showers and tobacco.

When should I select **Other Reimbursement** as the payment type?

Select **other reimbursement** when you are requesting reimbursement for any expenses other than travel or hospitality expenses.

What needs to be submitted with payment requests?

All original itemized receipts and back-up documentation (such as meeting agenda, hotel folio, flight boarding passes and flight itinerary), must be included with the payment request. All small receipts must be taped to an 8 1/2 x 11 piece of paper. This will reduce the risk of loss of receipts and unnecessary delays in receiving your reimbursement.
FAQ for Cost Distribution Section

### How do I enter account information?

Click on dropdown menu to choose one of the common accounts or manually type the correct account if it is not listed.

### Where/Who do I obtain the correct chartfield information?

If you are unsure of the correct chartfield to use, ask your supervisor for help. Expenses will only be processed for reimbursement when they are distributed to the correct account, fund, Department, Program, Class and Project.

### Why must the total in this section be the same as total amount advanced to or purchased by employee?

The expenses paid directly by the University have already been expensed to an account, fund, department, etc. when Accounts Payable paid them. The only remaining expenses that have not been charged to an account, fund, department, etc. are the ones that advanced to or purchased by you.
FAQ for Signatures Section

Who is my approving authority?

Your approving authority is the administrator (MPP) that you directly or indirectly report to.

What should I do if I need more than one PI / Departmental Approval / Delegation Authority (DOA)’s signature?

Click “+” or “-“ button to add or subtract rows for signatures.

Do the certifications vary upon different payment type?

Yes. Certifications are different depending on the payment type you choose. Please read carefully before signing the form.
FAQ for “Travel Expense Claim” & “Travel Advance & Direct Vendor Payment”

Where can I find information for the travel reimbursement items I claim?

The most common travel items are summarized at the end of this form. However, you are responsible for adhering to the entire CSU travel procedures and policy. Unless an exception is approved, you will NOT be reimbursed for expenses that are not allowed under the policy.

What items should I fill in the “Purchased by University” table?

All items paid directly by University must be entered in this table.

What items should I fill in the “Advance to / Purchased by Employee” table?

All items paid directly by the employee including advances issued in the employee's name and used by the employee to pay for expenses must be entered in this table.

What amount should I enter in the box labeled “Less: advance made payable to the traveler”?

If you received a travel advance made payable to you for this trip, enter the travel advance amount in the box.

This does not include checks made payable to vendors such as hotels and airlines. Enter those payments in the “Purchased by University” table.
FAQ for Hospitality Expense Claim

How do I enter Cost Description?
Click on dropdown menu to choose appropriate cost description. Hospitality expenses are limited to items listed in the dropdown menu.

What costs can be paid from the Campus Operating Fund EB001, and what costs may be paid from other funds if allowed by Trust Agreement or other governing rules?

1. Hospitality expenses can be for meals, light refreshments, gifts, recognition events, promotional items, activities to promote employee morale, fundraising events, conferences, hosting guests, entertainment services and recruitment.

2. The EBxxx funds must NOT be used for the followings: alcohol, tobacco, entertainment services, memberships in social organizations, promotional items for employees, gifts and business meetings for employees only.

3. Activities that are not allowable hospitality expenses for any fund are birthday parties, weddings, get-well, anniversaries, baby showers and tobacco.

What should I write in the comments section?
You should describe where the event took place, when it took place, who attended, the purpose of the event, and the expected benefit to the University.
FAQ for Other Reimbursements

What should I write in the comments section?

You should describe the purpose of the spending, why the expense was necessary, any other relevant facts and the expected benefit to the University.