

Entering Employee Travel Reimbursement in FAMIS

FAMIS	Fields	Information required in fields
Screen 235	Doc	<p>Type "E0" second digit is zero not the letter O</p> <p>Order Date First date of Travel</p> <p>Dept Defaults to creators access</p> <p>Subdept Defaults to creators access</p> <p>Doc Summary Travel dates, destination and traveler (depending on what your approver wants)</p> <p>Vendor Appropriate Vendor ID and mail code for traveler. Verify correct mail code is selected for ACH</p> <p>Reimburse ID (also known as ALT Vendor)</p> <p>Only used to reimburse an employee who has paid the travel expenses on behalf of another employee or in the case of paying back an advance the vendor ID must be 3709709709F</p> <p>User Ref Must be 6 digit account dash at least 4 digit (i.e. 244900-0001)</p> <p>LDT Cd Leave Blank</p> <p>FOB Leave Blank</p> <p>All Items Received MUST BE MARKED "Y"</p> <p>Date Received Last Date of Travel</p> <p>Ship to Address Nbr</p> <p>Pick the three digit code for your department. If unsure of the code place cursor over field and hit PF2 to search by department name</p> <p>Invoice To Address Nbr</p> <p>Pick the three digit code for your department. If unsure of the code place cursor over field and hit PF2 to search by department name</p> <p>PF9 to pull up Notes</p> <p>Enter the destination, purpose and benefit of travel</p> <p>If processing a business meal or alcohol expense you will need to create an "L" doc instead of an "E" doc</p> <p>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</p> <p>If paid for multiple travelers must do a different document for each traveler. Advances-If the reimbursement amount is greater than the advance then another invoice header (screen 341) must be created to pay the traveler for the amount > than the advance</p>
PF5 to		
Screen 236	Account Qty UOM Unit Price Description	<p>Enter department account, support account and appropriate object code for the travel expense.</p> <p>Must Enter "1"</p> <p>Must Enter "EA"</p> <p>Amount of that particular travel expense</p> <p>Type of travel expenditure (i.e. Lodging)</p> <p>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.</p> <p>Repeat for each type of travel expense or if using multiple accounts to split the same type of travel expense. **In the description field for non receipt items, you can input detailed information in order to have the proper documentation.</p>
PF5 to		
Screen 237	Close Document	Enter "Y" to close document; hit PF7 to Route

Proceed to

Screen 341	Invoice #	Use TRV Travelers' initials last date of travel plus "L" if using local funds or "S" if using state funds (i.e TRVDB1/6/10L orTRVDB1/6/10S)	If using both state and local funds then two invoice headers will need to be created; one for state and one for local.
	Hit enter	Vendor number and alt vendor pulls fwd from screen 235	
	Invoice Amount	Enter total reimbursement amount, must equal line item total from screen 236	If using both state and local funds the total amount for state and the total amount for local funds will equal total on 236.
	Invoice Date	First of Date of Travel	
	Terms	Blank	
	Due Date	Auto Filled	
	Disc Due Date	Auto Filled	
	Received Dt Invoice	Date received in department for processing reimbursement	
	Encl Cd	Blank	
	Req Pay Dt	Blank	
	Cust Ar Number	Enter destination and ending travel dates suggested	Information entered on this line is what the bank uses on the Travelers' bank statement
	IC	Enter "R"	
	Rsn	Enter "ER"	

***After completing the processing in FAMIS the Travel Voucher Form must be the first page and then the receipts all need to be scanned into Laserfiche using the Travel template. All Employee Travel vouchers will be dropped off into 9.0 In-Box\WIP Disbursement\Travel