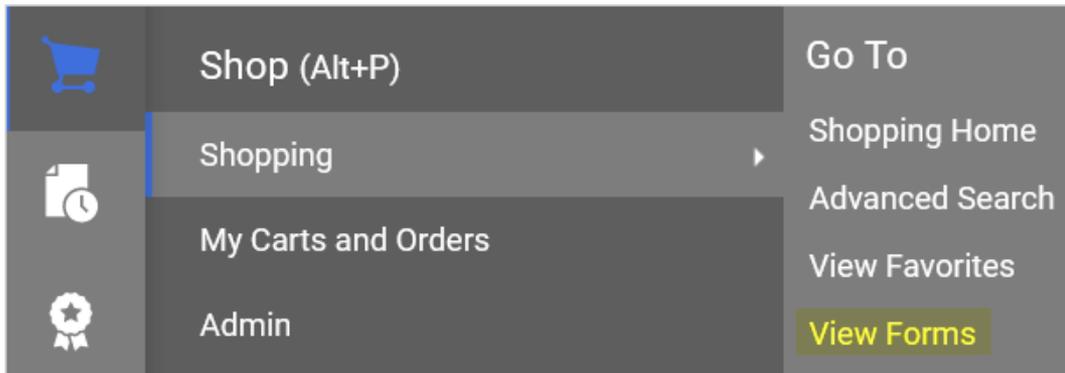# Payment Request & Reimbursement Training

Topics

- Payment Services form for non-PO purchases
- Payment Request Usages List
- Oracle Expenditure Types
- How to complete the form in TechMart
- Preview of Invoice Workflow

Caltech

Payment Services Forms

- For expenses that DO NOT require Purchase Orders
- Forms located on the Shopping Home page
- Some forms are for specific departments only

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

Go To

Shopping Home

Advanced Search

View Favorites

View Forms

Payment Services Forms

PTA Payment Request Form

Design & Construction Retention Request

GL & Mixed GL/PTA Payment Request

PTA Petty Cash Replenishment Request

Add New Supplier Request

Update Supplier Request

Caltech

PTA Payment Request Form

Instructions page – link to the Payment Request Usages List. Refer to list for payment categories

Payment Request Usage List

Payment Category	Description
Caltech Clubs /Affiliation Support	Payments to internal Caltech affiliated clubs and organizations E-Type: Sponsorship/Donation
Catering Services	Payment to a company or an individual providing food, drinks, and food service in a professional capacity; includes setup, wait staff, bartenders, servers, etc. Exclusion: 1) Does not apply to federally funded project which requires a purchase order 2) Employees cannot pay professional caterers from personal funds E-Type: Catering Services, Supplies (Un)Allocable, Entertainment
Child Care (limited policy)	Tax reportable reimbursement of childcare costs for faculty while on Caltech business travel as approved by the Division Chair Note: Limits apply. Contact Human Resources.
Contribution/Donations	Donations and financial support to reputable charitable organizations such as Pasadena Chamber of Commerce, United Way, Boys/Girls Clubs, American Red Cross, etc. A charitable organization benefits public interest and is recognized as tax exempt under section 501(c) of the Internal Revenue Code E-Type: Sponsorship/Donation
Financial Assistance for Students, Visitors, External Affiliates	Scholarships, stipends, living and meal allowances, rent assistance Note: Payments are income tax reportable and may be subject to withholding. Caltech employee and student payments must be reported to Payroll Services. E-Type: Sponsorship/Donation, Student Medical Assistance, Supplies Unallocable
Food and Refreshments, Break Room Supplies	Refreshments, break room/kitchen supplies (coffee, tea, sugar, paper goods, cleaning supplies, etc.); includes drinking water, cooler/coffee machine rental, food for meetings or social events, group meals, etc. Exclusion: Meal reimbursements while on travel status must be submitted in CardQuest. E-Type: Supplies Unallocable, Entertainment
Freight and Shipping	DHL Express, FedEx, United Parcel Service (UPS), United States Postal Service (USPS), trucking and freight services, etc. paid directly to the supplier; employees can be reimbursed for shipping costs with a valid business purpose E-Type: Shipping Charges, Transportation
Gifts	Payments for nominal gifts awarded to employees for recognition, increase morale or celebrate milestones; includes floral arrangements, plants, lunches, treats, snacks, etc. Exclusion: Cash or gift cards are reportable income to the recipient regardless of dollar value. Tangible gifts exceeding $75.00 and gift cards awarded to employees are tax reportable income and must be reported to Payroll Services. E-Type: Supplies Unallocable
Ground Transportation	Includes taxi, public transportation, car service for local trips, rideshare (Uber, Lyft) Exclusion: 1) Transportation while on travel status (car rental, airport shuttle, etc.) must be submitted in CardQuest 2) Chartered buses, shuttles, or vans require a purchase order. E-Type: Travel Domestic (Un)Allocable, Transportation
Honoraria	Ex gratia payments for an individual's participation as a guest speaker for a seminar, workshop, presentation, commencement speaker, collaboration or panelist which are not part of a consulting agreement. An honorarium is a voluntary payment which means Caltech has no legal obligation to pay for services rendered. Employees and business entities cannot receive honorarium payments. Refer to Honorarium Policy. E-Type: Honoraria
Human Subjects	Participation in scientific or medical testing and studies E-Type: Human Research Participant

- Do not confuse with Oracle Expenditure Types

- Purchases not on the Usage List must be submitted on a Purchasing form (contact Buyer for assistance)

- Travel expenses for employees and visitors must be submitted via CardQuest (airfare, hotel, etc.)

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Step 1 – Details

- Free-form field defaults with the TechMart template name. Delete text and enter Payee/Supplier Name.

- Labeling the Supplier Name field assists the Specialty Team in identifying requests. ***Do not skip this step.***

- Save and go to the next step

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Step 2 – Supplier Name & Address

- Enter partial name in Supplier field for list of values
- Existing suppliers are linked to Oracle Supplier database. Be careful of selecting similar supplier or individual names
- Skip Shipping and Handling fields
- Verify and select Remit-To Address (if more than one)

Caltech

Step 2 – Employee Record

- Records are linked to Oracle HR and employees are responsible for updating their personal information via Caltech Access account

  Note: Payroll direct deposit is not linked to Oracle AP. Employees must enroll separately with Payment Services.

- Select the correct employee name to avoid paying the wrong individual. Refer to department next to the name.

- Addresses are not visible and defaults to "Provisional" as employee information is confidential.

Supplier

Supplier *	RAMIREZ, GUILLERMO(Payment Ser
	Supplier Search
Shipping Fee Type *	Flat Fee
Shipping *	0.000
Handling Fee Type *	Flat Fee
Handling *	0.000

Remit-To Address

Remit-To Address *	PROVISIONAL (Primary Remittar
	PROVISIONAL. Employee (See Oracle) Pasadena, CA 91125

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Step 2 – New Supplier

- Enter "New Supplier" in Supplier Search field if payee is not listed in the database
- Remember to enter the name in "Details" section even if new payee is pending Oracle set up (refer to Step 1)
- Skip Shipping and Handling fields
- Remit-To Address defaults to "New Supplier." The address will be entered in the Questions Section.

Supplier

Supplier ★	New Supplier
	Supplier Search |
Shipping Fee Type ★	Flat Fee
Shipping ★	0.000
Handling Fee Type ★	Flat Fee
Handling ★	0.000

Remit-To Address

Remit-To Address ★	New Supplier (Primary Remittance)

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Step 3 – Questions

- Complete all questions to prevent form request errors
- Select the most applicable payment category
- Do not confuse with Oracle Expenditure Types

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Questions – Payment Category
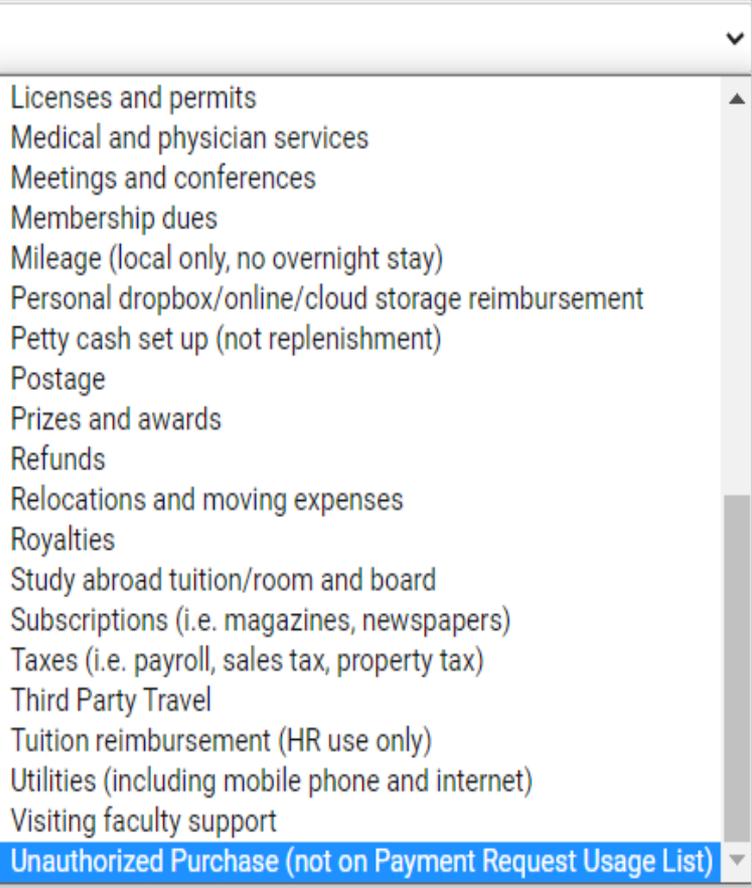
Licenses and permits
Medical and physician services
Meetings and conferences
Membership dues
Mileage (local only, no overnight stay)
Personal dropbox/online/cloud storage reimbursement
Petty cash set up (not replenishment)
Postage
Prizes and awards
Refunds
Relocations and moving expenses
Royalties
Study abroad tuition/room and board
Subscriptions (i.e. magazines, newspapers)
Taxes (i.e. payroll, sales tax, property tax)
Third Party Travel
Tuition reimbursement (HR use only)
Utilities (including mobile phone and internet)
Visiting faculty support
Unauthorized Purchase (not on Payment Request Usage List)

- Use the dropdown list to select Payment Category. Refer to Usage List on the Procurement Services website

- If not listed
  - Submit on a Supplier After-the-Fact Form when paying suppliers
  - Select Unauthorized Purchase when reimbursing employees or students

- Optionally, use P-Card to pay the supplier (if accepted)

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Questions - Payment Info

Invoice Number *

Account number (i.e. utilities, freight, customer account number)

Amount *

Invoice Date

mm/dd/yyyy

- Invoice Number – Enter invoice number if provided by supplier. If none, enter PR+MMDDYY (TechMart submission date) ex: PR082522

- Account Number – leave blank if not applicable

- Amount – invoice amount due to supplier or employee

- Invoice Date – enter supplier's invoice date or TechMart submission date

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Questions - Payment Info

- Description/Justification – enter reason for payment and valid business purpose; information should be relevant to the payee

- Text will populate in Oracle as the Invoice Description

- Description will be printed on the check or EFT/ACH notification with limited characters

- Currency field defaults to USD. Do not change.

Description of Purchase and Business Purpose ★

Catered food for Biology seminar 5/26/22, including food, drinks, delivery and set up.

1914 characters remaining

Currency

USD

Caltech
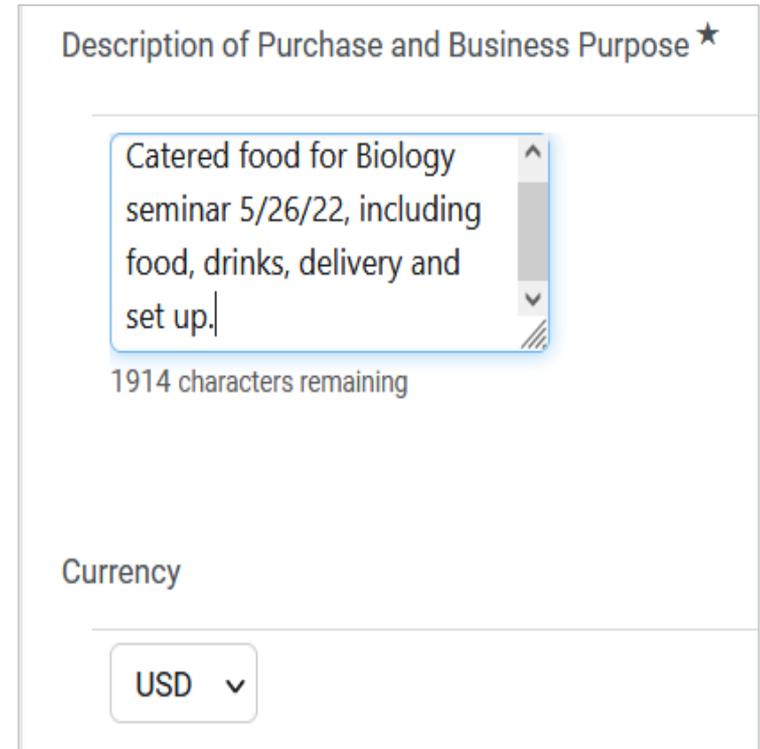
Questions – Tax Reporting

- For goods, food, utilities, mileage, etc., select "Not reportable income."

- For Service, Honorarium, Royalty, Prize/Award, select appropriate category from the dropdown list

- Important to specify foreign or US payees

Is payment for service, royalty, prize/award, honorarium, childcare, misc. tax reportable income? ★

N/A – not reportable income

Service provided within CA

Service provided outside CA, but within the US

Other US/CA Source Income

Other Tax Reportable Reimbursement

Service provided outside the US

Prize/award

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Questions – Tax Reporting

Tax Reporting/Withholding Information

Is payee a US citizen/entity? *

○ Yes   ○ No

Is payee a Caltech student/employee? *

○ Yes   ○ No

Is payee a California resident or entity located in California ? *

○ Yes   ○ No

Do you expect to pay this payee more than $1,500 per calendar year? *

○ Yes   ○ No

- If paying income, additional tax reporting questions are listed.

- The answers determine the type of tax forms necessary and if withholding is applicable.

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Questions – Special Notes

Entertainment Category:

Caltech Policy requires:

1. List of attendees or upload as an attachment
2. Business purpose/agenda/minutes
3. Date of activity
4. Description of future benefit to Caltech

Description of future benefit to Caltech ★

TechMart Lunch Mtg; Ways to streamline and make system more efficient. 5/26/22

1922 characters remaining

If not using attachments, add list of attendees here

Hazel Hall, Tess Perez, Guillermo Ramirez

1959 characters remaining

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Questions – Special Notes

Special Instructions:

Internal notes for Specialty Team such as due date, rush, Will Call, etc. (Will calls are for extenuating circumstances only)

Special instructions or note to Specialty Team.

Rush. Contact Tess at x2855 or Theresa.Perez@caltech.edu for check pickup.

1926 characters remaining

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Questions – New Supplier (Non-student/employee)

- Click "Yes" to create a new supplier or update an existing record

- Enter supplier information (name, address, email, phone #, etc.)

- Specialty Team member will submit request to Supplier Management to create/update supplier record.

Is payee a new supplier? *

 ● Yes   ○ No

Is the new payee a Caltech student/employee? *

 ○ Yes   ● No

New supplier's name *

New supplier's mailing address *

2000 characters remaining

New supplier's email address *

New supplier's phone number *

Caltech

Questions – New Supplier (Caltech Student/employee)

- Click "Yes" to create a new supplier or update an existing record

- Enter payee information (UID, phone, and email address

  Note: Caltech individuals are responsible for updating personal information, including address, directly on their access.caltech account.

- Specialty Team member will submit request to Supplier Management to create/update supplier record.

Is payee a new supplier? *

◉ Yes   ○ No

Is the new payee a Caltech student/employee? *

◉ Yes   ○ No

Student/employee UID number *

Student/employee phone number *

Student/employee email address *

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Questions – Disposition of Payment

- Select check (US Postal Mail) or Direct deposit

- Provide FedEx and USPS forms by campus mail or drop off to MC 103-6, if applicable. Mail Services cannot mail checks without forms.

- Oracle default payment disposition supersedes the method selected (contact Specialty Team to confirm if needed)

- Payees may sign up for direct deposit. Links to forms provided when Direct deposit option is selected:

Disposition of Payment

How should the payment be delivered? ★

- ○ US Postal Mail
- ○ US Postal Mail with attachments
- ○ Fed Ex (air bill required)
- ○ Fed Ex with attachments (air bill required)
- ○ Direct deposit
- ○ International Wire Transfer

To enroll in direct deposit, please complete the appropriate form below and upload securely to: https://pdropbox.caltech.edu

Direct Deposit Form - Employee/Student

Direct Deposit Form - Suppliers

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Step 4 – PTA Codes

- Select PTA and Expenditure Type
- Default PTA in your profile is displayed
- Multiple PTA's can be added to your profile to quickly select account(s)
- Click "Edit" to change or split PTA or E-Type

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PTA Codes – by Percent

- Select "Add Split" for multiple PTAs. For best results, select "% of Qty" to allocate by percentage.

- To assist with allocation, select "Show Monetary Calculations" to view amounts.

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PTA Codes – by Amount

- To allocate costs by amount, select "Amount of Price" from the drop-down menu

- Enter amounts per PTA or E-Type

- If your profile has a default PTA, misc. invoice lines will not appear (discounts, tax, shipping, handling, etc.).

PTA Codes – by Amount

- Without a default PTA, TechMart requires manual entry for other invoice fields such as discounts, tax, shipping, handling, etc.
- For best results, setup profile with a default PTA for Payment Requests or allocate cost by percentage

Codes   Request Actions ▼ | History | ?

Accounting Codes

LINE

Project	Task	Award	Expenditure	Organization	% of Qty	
						edit
FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	**50%**	
FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	**50%**	

DISCOUNT

Project	Task	Award	Expenditure	Organization	
					edit
no value	no value	no value	no value	no value	

TAX1

Project	Task	Award	Expenditure	Organization	
					edit

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PTA Codes – No default

- Workaround for not having a default PTA
- Select "% of Qty" and enter percentage. Click save.
- After saving, change to "Amount of price" and enter amounts
- This step allows bypassing of the manual entry of tax, shipping, handling fields, etc.

Step 5 – Additional Info

- For most users, this section will be blank or limited selection.
- For Facilities Services, enter AiM Work Order Number.

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Step 6 – Attachments

- Attach invoice, receipts or other supporting documentation.
- Click "Add Attachment" and upload documents from your computer.
- Enter a name in the Title field and click browse. Save changes when finished. **Click "Save" twice.**
- **Do not attach files larger than 5MB or your request will be returned.**
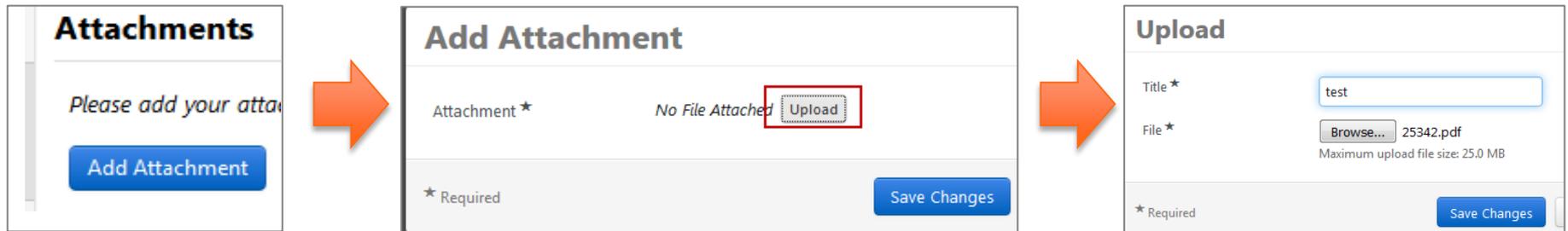
Note: Original records must be retained by the requestor in accordance to the Caltech Record Retention Guidelines. For more information, please see the Guidelines and Schedule

Do not attach sensitive documents- submit to dropbox

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Step 7 – Review and Submit

- Review if all required fields have been completed (green check)
- Correct or complete missing sections (marked with red X)
- Click "Submit" when finished.
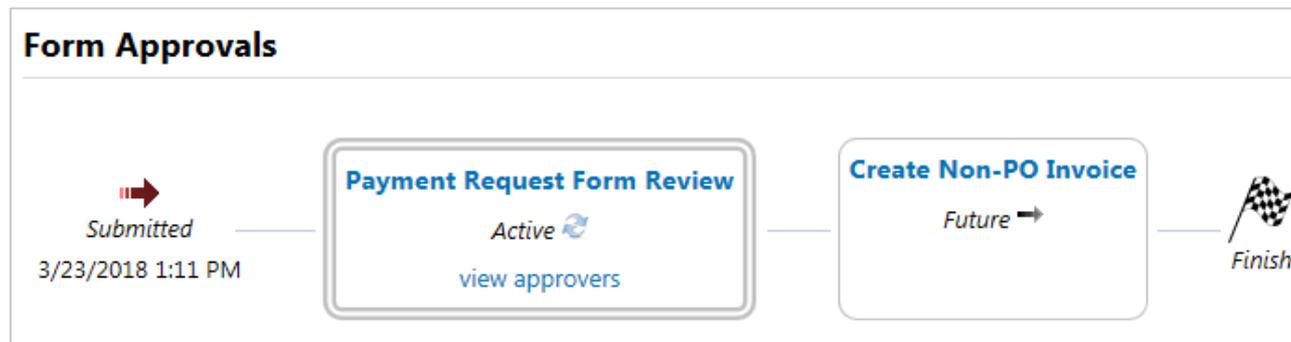
Form Approval

- Check request status by querying the Form Number or go to Documents > My Forms.
- Submitted requests will have form status "Under Review" until audited and approved by a Specialty Team member.

Review and Submit	PTA Payment Request v3	
	Form Number	112112
Form Approvals	Purpose	**Check Request**
	Status	**Under Review**

- After Form Approval, a voucher is created in Invoice Workflow.

Form Approvals

Submitted
3/23/2018 1:11 PM

Payment Request Form Review
Active
view approvers

Create Non-PO Invoice
Future →

Finish

Caltech

Invoice Approval

- Once the invoice is created, it stops in the Invoice Workflow for final review and approval (sales/use tax, withholding, etc.)

- The next step is Financial Approver (FA).

- After FA, invoice is exported to Oracle for payment according to the due date (payment terms).

- To review Invoice Workflow, click the "Approvals" tab.

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Workflow Steps

- "Approvals" tab displays the status of the voucher (invoice) and each step completed.
- The Financial Approver must be set up in your TechMart profile.
- There may be other workflow stops depending on the type of payment or supplier (Withholding Review, Wire Review, etc.)

Resources

Employee Direct Deposit Form

https://procurement.caltech.edu/documents/19431/Direct_Deposit_Form_Employee__Student.pdf

Supplier EFT Form

https://procurement.caltech.edu/documents/17592/Direct_Deposit_Form_for_Suppliers_Sep_2020.pdf

Guides and Resources: Expenditure Types, Payment Request Usage List, Cell Phone Allowance, Food and Catering Expense Guide

https://procurement.caltech.edu/guides-resources

Expenditure Type Training

https://finance.caltech.edu/documents/15177/what_is_allowable_final_.pdf

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Contact Info

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