

Caltech



Payment Request & Employee Reimbursement Forms

Topics

- ❑ **Employee Reimbursements**

Employee Reimbursements

Purpose:

To process a reimbursement to a Caltech employee, student or visiting associate for an Unauthorized Order

Employee Reimbursements

Form Functionality:



- On a Form Request-Check Request
 - The primary difference between a “form request” and the other purchasing non-catalog forms is that it allows for logic to be built into an question/answer based format
 - They will always require an Invoice Financial Approver (IFA)
 - These requests will immediately turn into a voucher for payment, and will get reviewed by Accounts Payable prior to it getting approved by your Invoice Financial Approver

Employee Reimbursements

Form Functionality:

- Does not calculate tax
- Will not create a Jaggaer PO number, instead it creates a Form Number (similar in theory to a Requisition Number)
- Follows the Invoice Workflow

Employee Reimbursements

Payment Services Forms  

[PTA Payment Request](#)

[PTA Petty Cash Request](#)

[PTA Wire Transfer Request](#)

[GL Payment Request](#)

[GL Petty Cash Request](#)

[JPL Wire Request](#)

[Employee Reimbursement Form](#)

[Design & Construction Retention Request](#)






[Request to Add or Update a Supplier](#)



Employee Reimbursements

Instructions:

- Identifies what this Form is to be used for

Employee Reimburseme...	Instructions Request Actions ▾ History 📄 ?
<p>Form Number 122761</p> <p>Purpose Check Request</p> <p>Status Incomplete</p>	<h3 data-bbox="401 654 523 686">Caltech</h3> <p data-bbox="401 711 1715 729">This form is used to process a reimbursement to a Caltech employee, student or visiting associate for an Unauthorized Order.</p> <p data-bbox="401 758 1495 776">All Employee Reimbursements, regardless of dollar value, will require justification and financial approval.</p> <p data-bbox="401 805 1456 823">If your request is for payment to a new payee, enter "<u>New Supplier</u>" in the required Supplier section. </p> <p data-bbox="401 852 1870 901">PLEASE NOTE: You can only process receipts from the same Supplier per Employee Reimbursement request. If you have multiple receipts from multiple suppliers, please create separate Employee Reimbursement requests.</p> <p data-bbox="401 929 1881 978">For Caltech Policies and Procedures regarding "Reimbursements" and "Unauthorized Orders", please click here. For information on obtaining a PCard, please click here.</p> <p data-bbox="1740 1172 1823 1210">Next ></p>
<h3 data-bbox="40 772 156 791">Instructions</h3> <ul style="list-style-type: none"><li data-bbox="40 825 363 843">Details <li data-bbox="40 882 363 901">Supplier <li data-bbox="40 939 363 958">Questions <li data-bbox="40 996 363 1015">Attachments <li data-bbox="40 1053 363 1072">Review and Submit	
Form Approvals	

Employee Reimbursements

Details:

- Enter the Payee name

Employee Reimburseme...	Details	Request Actions	History	?
Form Number 122761	Payee/Supplier name *			
Purpose Check Request	<input type="text" value="Employee Reimbursement Request"/>			
Status Incomplete	Purpose Check Request			
Instructions	Template Title Employee Reimbursement Request			
Details ✓	Form Type PTA Payment Request			
Supplier ✓				
Questions ✓				
Attachments ✓				
Review and Submit				
Form Approvals				

★ Required

< Previous Save Progress Next >

Employee Reimbursements

Suppliers:

- Select the name of the individual to be reimbursed
- Select the Remit-To Address in the drop down field

Tina Lowenthal	Supplier	Request Actions History ?
Form Number 122761	Supplier *	LOWENTHAL, TINA(Purchasing Servi
Purpose Check Request		
Status Incomplete		
Instructions	Remit-To Address	
Details	Remit-To Address *	PROVISIONAL (Primary Remittan
Supplier		PROVISIONAL
Questions		Employee (See Orade)
Attachments		Pasadena, CA 91125
Review and Submit		United States
Form Approvals		

★ Required

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Employee Reimbursements

Questions:

- Reimbursement details & justification
- Invoice Number: RM MMDDYY
- Note: New Supplier Process

Employee Reimburseme...		Questions - Employee Reimbursement Information	
Form Number	124409	On This Page	
Purpose	Check Request	Reimbursement Details (7)	
Status	Preview	Acknowledgement & Justification (3)	
Instructions		Reimbursement Details	
Details ✓		Did you enter "New Supplier" in the previous screen? *	
Supplier ✓		<input type="radio"/> Yes <input type="radio"/> No	
Questions ✓		Reimbursement Number (enter RM and the date ie: RM031218). * ?	
Attachments ✓		<input type="text"/>	
Review and Submit		What was the business purpose of this reimbursement? *	
Form Approvals		<input type="text"/>	
		2000 characters remaining	
		Reimbursement Amount (total amount to be reimbursed) * ?	
		<input type="text"/>	
		Was tax paid at point of sale?	
		<input type="radio"/> Yes <input type="radio"/> No	
		Currency	
		<input type="text" value="USD"/>	

Employee Reimbursements

Questions:

- Complete the Acknowledgement & Justification section

▼ Acknowledgement & Justification

I understand that reimbursements, which are unauthorized orders, do not adhere to Caltech's Policies and Procedures. ★

Yes No

Enter justification for deviation from Procurement Policies and Procedures. ★

2000 characters remaining

Explain how reimbursements can be avoided in the future. ★

2000 characters remaining

Employee Reimbursements

Codes:

- You will enter the PTA in this field, if you don't already have a default PTA that populates
- In your profile you can setup two "Codes Favorites"
 - 1. One for Form Requests (non-catalog & catalog)
 - 2. One for Check Requests & Vouchers

Tina Lowenthal

Form Number 122761
Purpose Check Request
Status Incomplete

Instructions
Details ✓
Supplier ✓
Questions ✓
Codes ✓
Additional Information ✓
Attachments ✓
Review and Submit
Form Approvals

★ Required

Codes

Request Actions History ?

Accounting Codes

LINE	Project	Task	Award	Expenditure	Organization	edit
	FIN.00006 PURCHASING&PAYMENT SERVICES	1.1 1.1	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	

Accounting Codes

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

Code Favorites for Check Requests & Vouchers

Accounting Codes

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

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Add

Accounting Codes

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

Add

Accounting Codes

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


< Previous Next >

Employee Reimbursements

Attachments:

- Click on the “Add Attachment” button to load your receipt(s)
- Reimbursements are one Supplier per Reimbursement

Tina Lowenthal		Attachments		Request Actions ▾ History ?	
Form Number	122761	Please add your attachments below.			
Purpose	Check Request	Add Attachment			
Status	Incomplete				
Instructions					
Details	✓				
Supplier	✓				
Questions	✓				
Codes	✓				
Additional Information	✓				
Attachments	✓				
Review and Submit					
Form Approvals					

[← Previous](#) [Save Progress](#) [Next >](#) 

Employee Reimbursements

Review and Submit:

- Verify all information is complete
- Select “Submit”
 - Status will say “Incomplete” until AP reviews the form request
 - Will enter AP workflow
 - Voucher will automatically be created when AP completes review

Tina Lowenthal

Form Number **122761**
Purpose **Check Request**
Status **Incomplete**

Instructions
Details ✓
Supplier ✓
Questions ✓
Codes ✓
Additional Information ✓
Attachments ✓

Review and Submit

Form Approvals


Review and Submit

Request Actions | History | ?

✓ Required Fields Complete

Section	Progress
Details	✓ Required Fields Complete
Supplier	✓ Required Fields Complete
Questions	✓ Required Fields Complete
Codes	✓ Required Fields Complete
Additional Information	✓ Required Fields Complete
Attachments	✓ Required Fields Complete

< Previous Add to Favorites **Submit**



Employee Reimbursements

Form Approvals:

- Shows the workflow steps for the Form Approvals
- Voucher is now created

Tina Lowenthal

Form Number **122761**
Purpose **Check Request**
Status **Approved**
Invoice **V2704**

Instructions
Details ✓
Supplier ✓
Questions ✓
Codes ✓
Additional Information ✓
Attachments ✓
Review and Submit

Form Approvals

Form Approvals

Show skipped steps

Orientation **Horizontal**

Submitted 3/26/2018 9:47 AM → **Payment Request Form Review** Approved ✓
✓ Genelle Vinci

→ **Create Non-PO Invoice** Completed ✓

Completed 3/26/2018 9:48 AM

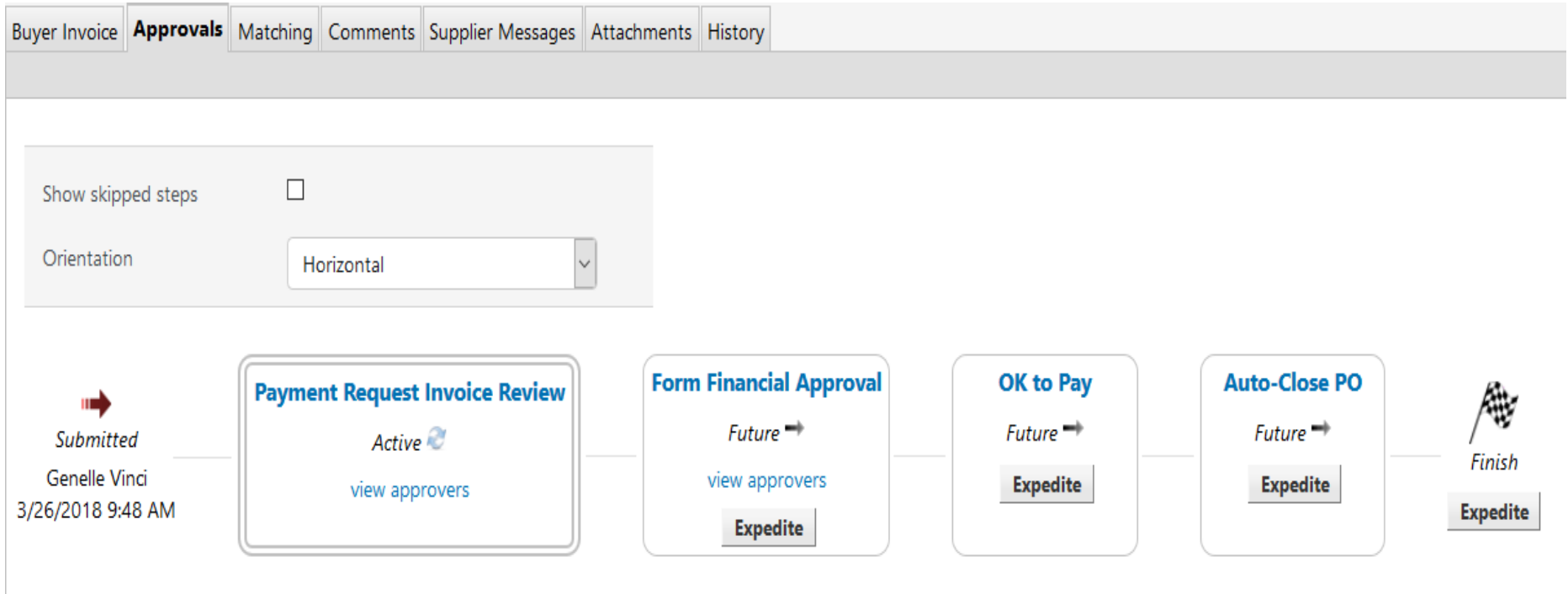
Employee Reimbursements

Invoice Approvals:

- AP will review all Reimbursements for tax accrual purposes
- Invoice Financial Approver (IFA) will approve Voucher
- It will then go to "OK to pay", and get put in a disposition to pay.

Employee Reimbursements

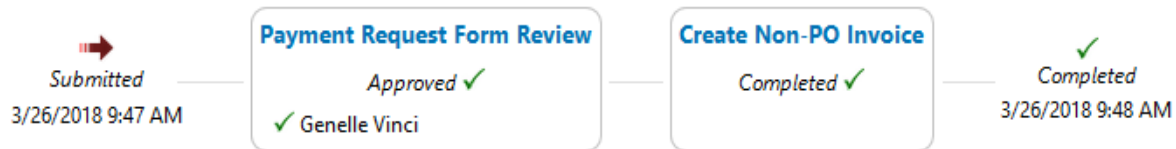
Invoice Financial Workflow:



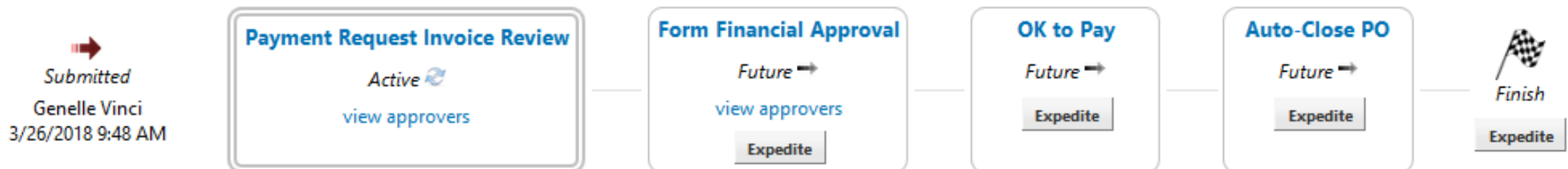
Employee Reimbursements

Employee Reimbursement Workflow

Form Request Workflow:



Invoice Workflow:



Employee Reimbursements

How to find your Forms

Documents

Document Search

Approvals

Document Search

- Search Documents
- View Saved Searches
- Download Export Files
- Create and Manage Export Templates

My Forms

Draft Change Requests

Showing 1 - 139 of 139 Results Last 90 days (1/4/2018-4/3/2018)

Results Per Page: 500 Sort by: Best match Page 1 of 1

Search Details

Search Terms

Form Requestor

Genelle Vinci

Filtered by

Date Range: Last 90 days

[Save New Search](#)

Form Name	Form Number	Form Purpose	Form Status	Form Type	Requestor	Submit Date
GL & Mixed GL/PTA Payment Request	125544	Generic Request	Incomplete	Generic Payment Services Request	Genelle Vinci	
Supplier After-the-Fact Request	124967	Procurement Request	Incomplete	Invoice Attached	Genelle Vinci	
Hardwick Day Inc	124688	Procurement Request	Incomplete	Invoice Attached	Genelle Vinci	
Declining Balance Blanket PO	124069	Procurement Request	Incomplete	Declining PO	Genelle Vinci	
Declining Balance Blanket PO	124084	Procurement Request	Incomplete	Declining PO	Genelle Vinci	
Supplier After-the-Fact Request	124083	Procurement Request	Incomplete	Invoice Attached	Genelle Vinci	
Declining Balance Blanket PO	123121	Procurement Request	Incomplete	Declining PO	Genelle Vinci	

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