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
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

<table>
<thead>
<tr>
<th>Shop (Alt+P)</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopping</td>
<td>Shopping Home</td>
</tr>
<tr>
<td>My Carts and Orders</td>
<td>Advanced Search</td>
</tr>
<tr>
<td>Admin</td>
<td>View Favorites</td>
</tr>
<tr>
<td></td>
<td>View Forms</td>
</tr>
</tbody>
</table>

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
PTA Payment Request Form

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

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**Caltech**

Complete this form and attach all supporting documentation to justify the request. Please refer to the Payment Request Usage List for payment categories that can be submitted on a Payment Request.

For quick and easy payments, use the Caltech P-Card! For more information click here.

If paying a supplier for goods or service not listed on the Payment Request Usage List, please submit the appropriate Purchasing Form available on the Procurement Services forms page.

Please use the Attachments page to add invoices, statements, receipts, proof of payment, list of attendees, meeting minutes or agenda for food/catering expenses, International Wire Transfer Form, and other relevant documents.

For security reasons, do not include confidential information such as social security numbers, direct deposit forms, tax forms or passport/visa copies, etc. Please send tax forms and confidential documents directly to Supplier Management by uploading securely to: https://pdropbox.caltech.edu or faxing to 626-666-3928. Completed Wire Transfer Form from suppliers can be attached in TechMart.

Do not attach files larger than 5MB or your request will be returned. TechMart supports 5MB maximum.

Resources:
- Oracle Expenditure Types
- International Wire Transfer Form
- Direct Deposit Form - Employee/Student
- Direct Deposit Form - Suppliers
### Payment Request Usage List

<table>
<thead>
<tr>
<th>Payment Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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             |
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
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)
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.
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.
Step 3 – Questions

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

Please select the appropriate payment category. Refer to the Payment Request Usage List.

If the reimbursement category is not listed on drop-down menu above, select "Unauthorized Purchase." The goods or service should have been processed on a requisition or paid with Caltech P-Card. Complete the Unauthorized Purchase Justification Section.
Questions – Payment Category

- 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)
Questions - Payment Info

- 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
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.
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
Questions – Tax Reporting

- If paying income, additional tax reporting questions are listed.
- The answers determine the type of tax forms necessary and if withholding is applicable.
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
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.](image-url)
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.
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.
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:

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
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

<table>
<thead>
<tr>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Expenditure</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN.00006</td>
<td>1.1</td>
<td>GB.000007 AVP/CONTROLLER</td>
<td>Supplies - Allocable Supplies - Allocable</td>
<td>Caltech</td>
</tr>
<tr>
<td>PURCHASING&amp;PAYMENT SERVICES</td>
<td>1.1</td>
<td></td>
<td></td>
<td>Caltech</td>
</tr>
</tbody>
</table>

Form Request Actions  |  History  | ?

edit
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.
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.
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.

![Diagram showing Dept Code and Other Information with options]

- Dept Code
- Other Information:
  - Receiving Tolerance
  - Option 1
  - AiM Work Order
  - Subcontract Final Invoice?
  - Bring into Oracle on hold?
  - Financial approval wet signature attached?
  - Will call?
  - Wire ready for posting?
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*
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.

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

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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