EMPLOYEE REIMBURSEMENT GUIDE

Payment Processing in HRMS

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REQUESTING REIMBURSEMENT

 Always make sure to use the most recent Form F3 Employee Expense Report available using the Finance link:

http://www.rochester.edu/adminfinance/finance/finforms.htm or by navigating to www.rochester.edu and selecting Working Here > Faculty and Staff Resources > Administration and Finance > Finance Department > Finance Forms.

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EER 170 1 ER 170	FINANCE DEPAR	TMENT					
LLTOT Finance Home	Forms All forms are in either Excel or Acrobat for	rmat.					
TER Policies							
TER	NEWI Accounts Payable Request	AP Request/Fee (rev. 04/09)					
Directory	Request for Advance Travel Tickets	Form P-2 (1993000)					
TER Torres	Employee Expense Report	Form F-3 (rev. 03/09)					
TER-	Request for Payment	Torm T-4 (rev. 8/05)					
TER FAQ	Petty Cash Voucher	Form F-5 (rev. 306)					

REQUESTING REIMBURSEMENT continued

- 2) To better ensure you complete your Form F3 accurately and completely, make sure you are familiar with the
 - a. Instructions for the form located on the Instructions tab of the Excel file

27	n)	Employee signature is required.						
28	o)	Countersignature of supervisor, department chairperson or senior administrator.						
29	p) 3rd signature not always required.							
30	Dean or VP signature required for approval of parties or unusual expenses.							
31								
32	32 * Expense report should be completed within fifteen days of return from trip.							
33	33 * Expense reports which include advances must be cleared or they will be added to							
34	34 employee'e income via W-2.							
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AND

b. Travel Policy and other related policies available using the Finance link: http://www.rochester.edu/adminfinance/finance/contr.htm or by navigating to www.rochester.edu and selecting Working Here > Faculty and Staff Resources > Administration and Finance > Finance Department > Policies.

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Address a http://www.rochester.edu/admininance	(finance/contr.htm	
1101	OFFICE OF THE C	JONTKULLEK
LLIOI Finance Home	Policies & Procedures	
1 ER- 1.101	Authorization and Signature	
TER Policies	Dues & Memberships	
Directory	Equipment Inventory Control	
LER (LTO) Finance Forms	Mileage Reimbursement	
TER 12101	 Moving Policy NEW! (02.17.09) 	
1 E R (L10)	 Payments to Foreign Nationals (. 	pdf)
	 Payments to Research Subjects f 	or Incentives/Participation (.pdf)
	Plan Confirmation System & Pay	roll Distribution
	Petty Cash Policy	
	Reimbursable & Miscellaneous B	xpenses
	RFP - Request for Payment	
	Rush and Check Pick Up Fee NEV	VI (04.01.09)
	Tax Exempt Chart (.xls)	
	Texable Payments to Individual	(g4f)
1.10) (L10)	Travel & Conference Policy	$\mathbf{>}$
	0	. tk

REQUESTING REIMBURSEMENT continued

3) In order to receive direct deposit of your reimbursement, be sure to mark the DIRECT DEPOSIT box appropriately.

2	UNIVERSITY of ROCHES	STER	Cash paid out Other than employee
4	F-3 Revised 08/09 EMPLOYEE EXPENSE REPORT		Print name
5			Signature
6			EMPLID
7	PRINT NUMBE OF EMPLOYEE (a)	EMPLID (b)	Cashier's initials Date
9	DIRECT DEPOSIT Deposit will be made to your "	T&E Direct Deposit	Account (see instructions for additional info)
10	or, if none is set up, t	to your Payroll Direc	t Deposit account(s). If you do not have any
11	CHECK direct deposit arrangeme	ents established in	HRMS, a check will be mailed to your home.
12			
13	(c) ADDRESS to RETURN DOCUMENTATION # NEEDED (BOX #)	PHON	E NUMBER
14	(e) Transportation (f)	Meals (h)	I

4) Send your completed Form F3 to Accounts Payable at RC Box 278958.

PAYMENT OPTIONS

- 1) Direct Deposit is available for reimbursement of your expenses.
- 2) Navigate to *Self Service* > *Travel and Expense* > *T* & *E Direct Deposit Account* where you can create, Edit or Delete a direct deposit account that will be used only for expense reimbursements.

Menu 🗖			
Search:			
 Self Service Time Reporting Personal Information Payroll and Compensation Benefits Learning and Development 	Travel and E Jane Doe	xpense Dire	ect Deposit
Recruiting Activities Travel and Expense	Account Type:	Checking	
- Travel and Expense Inquiry	Bank ID:	111111118	View check ex:
- T&E Direct Deposit Account	Account Number:	563	
- <u>View Paycheck</u>			
	Edit	Delete	

Note: Only one account can be associated with a Travel and Expense Direct Deposit. 100% of the reimbursement will go to the account indicated if direct deposit is selected on the F3 form.

3) If you want your expense reimbursements to be direct deposited in the same manner that your payroll direct deposit is handled, then you do not need to create a T & E Direct Deposit Account.

<u>Example:</u> You have indicated Direct Deposit on the F3 but you do not have a T & E Direct Deposit Account established. If your Payroll Direct Deposit is to a single account HRMS will see that there is no T & E Direct Deposit Account and use your Payroll Direct Deposit arrangement to deposit the reimbursement into that account.

Note: If your Payroll Direct Deposit arrangement is 100% paper check, AND you select DIRECT DEPOSIT on the F3 form, AND you do not have a T & E Direct Deposit Account established, then you will receive a paper check for your reimbursement.

4) If you create or change your Payroll Direct Deposit arrangement on the day of a T&E Reimbursement pay run, AND you happen to have a reimbursement in that pay run, HRMS will produce a check for your reimbursement even if you selected DIRECT DEPOSIT.

PAYMENT OPTIONS continued

5) If you do not select DIRECT DEPOSIT or CHECK on the Form F3 OR do not use the most recent Form F3, by default you will receive a paper check for your reimbursement. Time permitting, AP staff will contact you about this problem, which could delay your reimbursement.

Note: It is likely that old F3 forms will not be accepted and will be returned to the department at some point in the near future.

6) Summary of logic for reimbursement payment methods:

Reimbursement is made via direct deposit when:

DIRECT DEPOSIT is selected on the F3 form AND
 T&E Direct Deposit Account or Payroll Direct Deposit arrangements are established in HRMS by the employee

Reimbursement is made via check when:

- CHECK is selected on the F3 form OR
- No selection for CHECK or DIRECT DEPOSIT on the F3 form OR
- An older version (prior to 9/09) of the F3 form is used OR
- DIRECT DEPOSIT is selected on the F3 form AND
 - The employee has not established a T&E Direct Deposit Account or Payroll Direct Deposit arrangement
 - The employee has not established a T&E Direct Deposit Account AND
 - The Payroll Direct Deposit arrangement indicates 100% paper check
 - The employee creates or changes their Payroll Direct Deposit arrangement on the day of a T&E Reimbursement pay run AND The employee happens to have a reimbursement in that pay run
- 7) All reimbursements in a given pay run for an employee must be paid in the same method (either direct deposit or check).

<u>Example</u>: An employee submits 3 F3s with 2 marked for direct deposit and the other as a check. HRMS will not allow an entry that is inconsistent with a previous entry. AP staff will contact the department about this problem, which could possibly cause a delay with the reimbursement for the third form.

PROCESSING TIMEFRAMES

1) Reimbursement pay runs are scheduled in addition to salary/hourly payroll pay runs. Reimbursements pay runs are scheduled for Fridays with the main exception when a University holiday is on a Friday.

Note for example that 11/27 and 11/26 are University holidays, so the reimbursement pay run that week will be on Wednesday, 11/25. Similarly, there will be a reimbursement pay run on Thursday 12/24 since 12/25, a Friday, is a University holiday.

2) In order for an F3 Employee Expense Report to be included in a pay run, the form must be received 3 business days prior to the pay run. As usual, if there are problems or insufficient documentation we will contact you and that will serve as notice that the reimbursement is unlikely to meet the pay run.

Example 1: The pay run is scheduled for Friday, December 11th. The form is sent to Accounts Payable and arrives on Tuesday December 8th. AP reviews the form, there are no problems, and enters the form for reimbursement. The reimbursement will be included in the December 11th pay run.

Example 2: The pay run is scheduled for Friday, December 11th. The form is sent to Accounts Payable and arrives on Tuesday December 8th. AP reviews the form, receipts are missing without sufficient explanation, AP contacts the department, and the form is not entered for reimbursement. The reimbursement will NOT be included in the December 11th pay run. If the problem is resolved by the following Tuesday, December 15th, the reimbursement will be included in the next pay run on December 18th.

3) You can find what reimbursements have been entered for you by navigating to *Self Service > Travel and Expense > Travel and Expense Inquiry*. You are able to view transactions that have been entered as soon as they are saved by AP.

Menu	/ Travel and Expense Inquiry						<u>New Window</u> <u>Help</u>	Customize Page	http
 D Time Reporting D Personal Information D Payroll and Compensation D Benefits D Learning and 	EmpliD: 155633	Doe,Jane		Fur	ıds availa	ble 2 business	days after Processe	d Date	
Development	Travel and Expense Detail								
 Travel and Expense Travel and Expense 	Expense Description	<u>Expense</u> Date	<u>Amount</u>	<u>Direct</u> Deposit	<u>Check</u>	<u>Voucher</u> Number	<u>Account Code</u>	Account Sub Code	2
Inquiry — T & E Direct Denosit	1 ATLANTA	01/28/2009	-194.40	V		1569	010145	1380	
Account	2 ATLANTA - EXPENSES	07/13/2009	1000.00	\checkmark		1569	211001	2456	
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	4 TAMPA/ST PETERSBURG EXPENSES	07/01/2009	1000.00	¥		1245	211003	2130	

PROCESSING TIMEFRAMES continued

4) If the Processed box is marked (and a Processed Date is shown) then the reimbursement was included in a pay run. If the Processed box is not marked (and no Processed Date is shown) then the reimbursement will be included in the next pay run.

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EmpIID: 155633 D)oe,Jane	F	unds availai	ble 2 business (days after Processe	d Date]		
ravel and Expense Detail Expense Description	<u>Expense</u> Date	Amount Direct	<u>Check</u>	<u>Voucher</u> Number	Account Code	Account Sub	Code Processed?	<u>Customize I Fil</u> Processed Date	nd
1 ATLANTA	01/28/2009	-194.40 🗹		1569	010145	1380		07/27/2009	A
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4 TAMPA/ST PETERSBURG EXPENSES	07/01/2009	1000.00 🕑		1245	211003	2130		07/27/2009	
Found									

5) Direct deposit funds are available 2 business days after the Processed Date (also referred to as the pay run date).

e Amount	Fu	nds available	e 2 business (lays after Processe	d Date		Customize
e Amount	Fu	nds available	e 2 business (lays after Processe	d Date		Customize 1.1
e Amount	Direct						Customize 7.5
e Amount	Direct						Customize 15
e Amount	Direct						
Amount	Deposit	<u>Check</u>	<u>Voucher</u> Number	Account Code	Account Sub Code	Processed	Processed Date
009 -194.40	\checkmark		1569	010145	1380		07/27/2009
009 1000.00	V		1569	211001	2456		07/27/2009
009 -359.20	V		1245	010145	1380		07/27/2009
009 1000.00	1		1245	211003	2130		07/27/2009
	009 -194.40 009 1000.00 009 -359.20 009 1000.00	009 -194.40 ✓ 009 1000.00 ✓ 009 -359.20 ✓ 009 1000.00 ✓	009 -194.40 ✓ 009 1000.00 ✓ 009 -359.20 ✓ 009 1000.00 ✓	009 -194.40 ✓ 1569 009 1000.00 ✓ 1569 009 -359.20 ✓ 1245 009 1000.00 ✓ 1245	009 -194.40 ✓ 1569 010145 009 1000.00 ✓ 1569 211001 009 -359.20 ✓ 1245 010145 009 1000.00 ✓ 1245 211003	009 -194.40 ✓ 1569 010145 1380 009 1000.00 ✓ 1569 211001 2456 009 -359.20 ✓ 1245 010145 1380 009 1000.00 ✓ 1245 211003 2130	009 -194.40 1569 010145 1380 009 1000.00 1569 211001 2456 009 -359.20 1245 010145 1380 009 1000.00 1245 211003 2130

6) Checks will be mailed no later than 2 business days after the Processed Date. Note: Checks will be mailed to the Mailing address of the employee as it appears in HRMS. If the employee does not have a Mailing address designated, then their HRMS Home address will be used.

FINDING INFORMATION & SELF SERVICE For the Employee Being Reimbursed

- 1) Finding the most recent Form F3 and policies is detailed in the section on Requesting Reimbursement.
- 2) *Self Service* > *Travel and Expense* > *Travel and Expense Inquiry* lists for you all reimbursements that have been processed and are paid or will be paid 2 business days from the Processed Date as well as reimbursements that have been entered to be paid on the next reimbursement pay run.
 - This page can also be used to find out how the reimbursement was or will be paid by looking to see whether the Direct Deposit or Check boxes are marked.
 - The Voucher Number on this screen is the same number that appears in the REF 2 field on your ledger.
 - The Account Code is the ledger where the transaction will appear, with the Description as shown for that transaction row.
 - The Type of Expense is also listed Advance for F2 advance amounts and Reimbursement for expenses.
 - The Expense Description is a short description that AP enters generally based on the Destination/Location field from the F3 form and can help you distinguish expenses from various trips or events.

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▷ Benefits	[
Learning and Development									
Recruiting Activities		Travel and Expense Detail							
		Evenese Description	Expense	Amount	Direct	Chock	Voucher	Account Codo	Account Sub Code
 Travel and Expense 		Expense Description	Date	Amount	Deposit	CHECK	<u>Number</u>	Account code	Account Sub Code
- T & E Direct Deposit		1 ATLANTA	01/28/2009	-194.40	\checkmark		1569	010145	1380
Account		2 ATLANTA - EXPENSES	07/13/2009	1000.00	1		1569	211001	2456
 UR Time Entry - Employee View Paycheck 		3 TAMPA/ST PETERSBURG	06/01/2009	-359.20			1245	010145	1380
	1	4 TAMPA/ST PETERSBURG EXPENSES	07/01/2009	1000.00	V		1245	211003	2130

Note: The reimbursement pay runs can occur any time during the day on Fridays and so it is best to wait until Monday to see if your reimbursement got picked up in the previous Friday reimbursement pay run. That is, if you are checking your *Travel and Expense Inquiry* screen on Monday and there is a Processed Date with Friday's date, then your direct deposit funds will be available 2 business days after the Processed Date. If there is no Processed Date then your reimbursement will not be available until the next reimbursement pay run.

3) Navigating to the T & E Direct Deposit Account for maintenance is detailed in the section on Payment Options.

FINDING INFORMATION & SELF SERVICE continued

- 4) *View Paycheck* contains both payroll payment information as well as reimbursement payment information.
 - You can identify reimbursement paychecks by using the dates (Fridays) to help decipher among multiple paychecks. In addition, the top of the paycheck will identify the details as pertaining to the Pay Group of TRV-Travel and Expense for reimbursements.

University of Rochester
Brooks Landing Business Center, Suite 200, 910
Genesee Street
Rochester, NY 14611-3847

Pay Group:	TRV-Travel and Expense
Pay Begin Date:	01/02/2010
Pay End Date:	01/08/2010

• Reimbursement activity will be reflected in the HOURS AND EARNINGS section as Travel & Expense and Travel and Expense Advance.

	HO	OURS AND EAR	NINGS		
<u>Description</u> Travel and Expense Advance Travel & Expense Reinburgement	Rate	Current <u>Hours</u>	<u>Earnings</u> -194.40 1,000.00	Y <u>Hours</u>	TD <u>Earnings</u> -194.40 1,000.00
Regular Earnings				160.00	1,899.20
TOTAL:		0.00	805.60	160.00	2,704.80

• In the TAXES section, notice how the Current tax amounts are all \$0, because no taxes are withheld from F3 reimbursements that are properly documented and accounted for in a timely manner.

TAXES				
Description	Current	YTD		
Fed Withholding	0.00	180.42		
Fed MED/EE	0.00	26.40		
Fed OASDI/EE	0.00	112.86		
NY Withholdng	0.00	57.46		
TOTAL	0.00	377.14		

• In the BEFORE-TAX and AFTER-TAX DEDUCTIONS sections notice how the Current amounts are \$0, since no deductions are applied to F3 reimbursements.

BEFORE-TAX DED	UCTIONS		AFTER-T	AX DEDUCTIONS	
Description	Current	YTD	Description	Current	YTD
Health Care Plan	0.00	58.18	-		
403(b) Voluntary Retirement	0.00	40.00			
Parking - Medical Ctr Employee	0.00	20.64			
TOTAL:	0.00	118.82	TOTAL:	0.00	0.00

• Notice how the reimbursement transaction of \$805.60 (total expenses less the advance) is reflected in the Current TOTAL GROSS and NET PAY amounts, but is correctly not included in the FEDERAL TAXABLE GROSS amount since properly documented business expenses are not included in your income or reported to the IRS.

		J • ··· • • • • • • •			
	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	805.60	0.00	0.00	0.00	805.60
YTD	2,704.80	1,780.38	377.14	118.82	2,208.84

- The Net Pay Distribution tells you the
 - i. Combination of payment methods: direct deposit to checking and/or savings account(s) or paper check.
 - ii. The dollar amount associated with each distribution method.

NET PAY DISTRIBUTION			
Advice #00000003433412	<u>Account Type</u> Checking	<u>Account Number</u> 12345	Deposit Amount \$805.60
TOTAL:			\$805.60

- 5) Remember: The FEDERAL TAXABLE GROSS amount, the amount that is reported on your W2 as taxable income at the end of the year, does not include any non-taxable payments you may receive such as F3 expense reimbursements. F3 reimbursements that are properly documented and accounted for in a timely manner will not appear on your W2.
- 6) If an employee is reimbursed the wrong amount -
 - If the employee was underpaid, contact AP to have the additional amount paid
 - If the employee was overpaid, the employee should write a check to the University of Rochester for the amount overpaid and give it to Payroll for deposit and update in HRMS.

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PERSONNEL ACTION FORM USER ROLE INFORMATION

- 1) Reimbursements and advances cleared through HRMS will appear on the ledgers with a batch reference of ETE (Employee Travel and Expense).
- Employees with security to administer to Personnel Action Forms (PAFers) also have insight into these reimbursements by navigating to UR Reports and Interfaces >

Menu 🗖			
Search:	Main Menu > UR Reports and Interfaces >		
(*)	77 Travel and Expense		
▽ UR Reports and Interfaces			
 ▷ Employee Lists ▷ HR ▷ Labor Distribution 	Reallocation	Travel and Expense Update	Travel and Expense Queries
 D Nursing D Payroll D Time and Labor Reports 	EReallocation Form		
 Travel and Expense ▶ Reallocation 	Travel/Expense Emplid Inquiry	Finance Dept Query Data	View Employee TE Direct Dep
 Travel and Evnense Update 			
- Travel and Expense			
– <u>Travel/Expense Emplid</u>			

- *Travel and Expense Queries* Allow the PAFer to run queries listing paid reimbursements:
 - a. for an Employee

This can be used to help an employee determine when they got reimbursed for a form submitted.

b. for an Account Code

This can be used to determine if the appropriate employees' expense are hitting the correct account(s). This query cannot be used to identify expenses hitting your account for employees that do not work in your department.

c. for all employees for and all account numbers (for which the PAFer has security access)

This can be used to analyze expense reimbursement activity (dollars and volume) by employee, account, time period, etc.

Note: Keep in mind that HRMS can only query data that is in HRMS and so reimbursements processed previously through FRS will not appear in the queries.

✓ UR Reports and Interfaces	Travel and Expense Query
 D HR D Labor Distribution D Nursing 	Travel and Expense Queries
 Payroll Time and Labor Reports 	View Paid Reimbursements for an Employee
∀ Travel and Expense N Reallocation − Travel and Expense Update Update	View Paid Reimbursements for an Account Cd
– Travel and Expense Queries	View Paid Reimbursements for all employees

PAFer INFORMATION continued

- *Travel/Expense Emplid Inquiry* Provides the same information as if the employee logged in as themselves and navigated to *Travel and Expense* > *Travel and Expense Inquiry*. This lists for the PAFer, regarding a specific employee, all reimbursements that have been processed and are paid or will be paid 2 business days from the Processed Date as well as reimbursements that have been entered to be paid on the next reimbursement pay run.
 - This page can also be used to find out how the reimbursement was or will be paid by looking to see whether the Direct Deposit or Check boxes are marked.
 - The Voucher Number on this screen is the same number that appears in the REF 2 field on your ledger.
 - The Account Code is the ledger where the transaction will appear, with the Description as shown for that transaction row.
 - The Type of Expense is also listed Advance for F2 advance amounts and Reimbursement for expenses.



)	Travel Expense EE Inquiry Enter any information you have and click Search. Leave fields blank for a list of all values.
	EmpliD: begins with v
	✓ Include History □ Correct History □ Case Sensitive Search Clear Basic Search □

TRAVEL & EXPENSE USER ROLE INFORMATION

- 1) Employees that do not have Personnel User Form (PAF) user role security but would like to have access to the same Travel & Expense data, queries and forms can request Travel & Expense user role access.
 - You can obtain Travel & Expense user role access by contacting your HR rep.
- 2) Travel & Expense user role security provides the same access described previously (see PAFer Information) for
 - Travel and Expense Queries
 - Travel/Expense Emplid Inquiry
 - *Reallocation > Reallocate Travel Expense* form
- 3) Travel & Expense user role security does not provide access to any payroll or HR labor data.

DATA WAREHOUSE INFORMATION

- 1) Where Personnel User Form (PAF) user role security and Travel & Expense user role security are not desired, data regarding paid transactions is also available in the Data Warehouse.
- 2) Information regarding the Data Warehouse is available at: <u>https://uofr.rochester.edu/SiteDirectory/UIT/Teams/DW/default.aspx</u>
 - Data Warehouse security is driven by division, department or account number.
- 3) Access to the Data Ware can be obtained by completing the Data Warehouse Access Request Form at: <u>http://www.rochester.edu/its/acs/dw_impforms.html</u>.
 - You will need to provide the FRS division, department or account numbers that you need access to.
 - a. FRS division examples: 50 (SMH), 70 (Memorial Art Gallery)
 - b. FRS department example: 11405
 - c. FRS account number example: 211405

Questions can be directed to: <u>dwsupport@ur.rochester.edu</u>.

- 4) Data Warehouse access is helpful for anyone that is responsible for reconciling or analyzing data that hit their accounts, departmental or divisional ledgers.
- 5) Since Travel & Expense pay runs are weekly, weekly reports could be set up to run to identify expense reimbursements that have been processed each week. Scheduling of the reports is very flexible, but since the pay runs are once per week, you would not need to run the reports any more frequently than once per week.

REALLOCATIONS

- PAFers and those with Travel & Expense user role security also have access to the appropriate Reallocation Form so that expenses can be moved as appropriate.
 Note: If a correction to an account number associated with an HRMS reimbursement transaction (as noted by ETE in the batch reference on your ledger) is necessary, a reallocation through HRMS must be completed. Corrections to account numbers cannot be done in FRS when the reimbursement was processed through HRMS.
 - If the reimbursement pay run has not yet been processed (no Processed Date or mark in the Processed box) AP can correct the account number prior to your ledgers showing the entry. Please contact the Accounts Payable Staff Accountant at 275-3483 option 3 or 275-0668 and with an email to fix the account numbers prior to the pay run.
- 2) The Travel & Expense Reallocation Form can be found by navigating in HRMS to *UR Reports and Interfaces > Travel and Expense > Reallocation Form*

	Menu 🗖	
	Search:	Main Menu > UR Reports and Interfaces > Travel and Expense >
	UR Reports and Interfaces	C Reallocation
	▷ Employee Lists	
	DHR	
	Labor Distribution	Reallocation Form
	▷ Nursina	
6	D Payroll	
	Time and Labor Reports	
	□ Travel and Expense	
	Reallocation	
	 Reallocation Form 	
	- Reallanate	

REALLOCATIONS continued

- 3) In order to prepare a Reallocation Form for Travel and Expense (ETE) ledger activity, the person preparing the form needs to
 - Know the Voucher Number, found in the REF 2 field on the ledger
 - a. Remember: If the charge did not hit your ledger, you can find the Voucher Number by navigating to *UR Reports and Interfaces* > *Travel and Expense* > *Travel and Expense Inquiry*, inputting the Emplid of the employee whose reimbursement was charged to an incorrect account and looking at their activity.
 - b. If you need any other help locating this information you should contact the Accounts Payable Travel Accountant to research the information you need.
 - Provide an explanation for the transfer/reallocation
 - Indicate who is preparing the form
 - Indicate the account and sub code combination(s) for where the transaction should be reallocated.
 - a. Additional accounts and sub codes can be designated by clicking on the + sign next to the row provided.

Reallocation-Travel		
Run Control ID:	Report Manager Process Monitor Run	
TRAVEL AND EXPENSE		
Voucher Number		
EmpliD		
Reason for Cost Transfer		
	~	
Prepared By		
Account Code data for Reallocation		
	Customize Find 🛗 🛛 First 🗹 1 of 1 🗈 Last	
Account Code Acct Description	<u>Frz?</u> <u>Sub</u> <u>Amount</u>	
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Save Return to Search CRefresh		Add

- 4) After completing the required fields and running the form, the form should be printed and signed.
 - Keep in mind that the Cost Transfer Policy for Sponsored Programs applies to these reallocations, including approvals and timing of requests.
- 5) Send completed and signed Travel and Expenses Reallocation forms to Accounts Payable at RC Box 278958.

CONTACT FOR QUESTIONS

If an employee is reimbursed the wrong amount -

- If the employee was underpaid, contact AP to have the additional amount paid
- If the employee was overpaid, the employee should write a check to the University of Rochester for the amount overpaid and give it to Payroll for deposit and update in HRMS.

Consider the following when you have questions:

Use your reference materials:

- this Employee Reimbursement Guide and Employee Reimbursement Quick Guide
- Forms F2 and F3 (including instructions)
- policies on the Finance web site
- for your own reimbursements: HRMS *Self Service* > *Travel and Expense* > *Travel and Expense Inquiry*
- for your own reimbursements: HRMS *Self Service > View Paycheck*
- for your department member's reimbursements: HRMS *UR Reports and Documentation > Travel and Expense* pages (Queries, Emplid Inquiry and Reallocation Form)
- Employee Reimbursement HRMS FAQs
- your PAFer and anyone within your department with Travel & Expense user role security

If you still have questions,

• Contact Accounts Payable at 275-3483 option 3 or 275-0668 for all other employee reimbursement questions.