EMPLOYEE TRAVEL REIMBURSEMENT IN FAMIS

FAMIS	Fields	Information required in fields	
Screen 235	Doc		If processing a business meal or alcohol expense you will need to create an "L" doc instead of an "E" doc
		Type "E0" second digit is zero not the letter O	
	Order Date	First date of travel	
	Dept	Defaults to creators access	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
	Subdept	Defaults to creators access	
	Doc Summary	Travel dates, destination and traveler (depending on what your approver wants)	
	Vendor		
		Appropriate Vendor ID and mail code for traveler Verify correct mail code is selected for ACH	
	Reimburse ID (also known as ALT Vendor)	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 3711711711R**	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
	User Ref	Must be 6 digit account dash at least 1 digit (i.e. 210360-001)	
	LDT Cd	Leave Blank	
	FOB	Leave Blank	
	All Items Rcvd	MUST BE MARKED "**Y**"	
	Date Received	Last date of travel	
	Ship To Address Nbr	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	
	Invoice To Address Nbr	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	
	PF9 to pull up Notes	Enter the destination, purpose and benefit of travel	
PF5 to Screen 236	Account	Enter department account, support account and appropriate object code for the travel expense See check list for appropriate object code	
	Qty	Must Enter "1"	Repeat for each type of travel expense as listed on the checklist or if using multiple accounts to split the same type of travel expense. In the description field for non receipt items, if documentation does not exist otherwise, must be detailed in the d
	UOM	Must Enter "EA"	
	Unit Price	Amount of that particular travel expense	
	Description		
		Type of travel expenditure (i.e. Car Rental) **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 - Ć**	

PF5 to		
Screen 237	Close Document	Close and Route as normal

Proceed to

Screen 341	Invoice #		If paying back an advance and the receivable number is not used, it will cause that employee to receive past due notifications and a vendor hold placed on their account. To find receivable number look on screen 632.
		Use document number (double doc) except reimbursements to pay back **advances must use the receivable number assigned to the advance in the invoice number field**	
	Hit enter	Vendor number and alt vendor pulls fwd from 235	
	Invoice Amount	Enter total reimbursement amount, must equal line item total from screen 236	
	Invoice Date	Last date of travel	
	Terms	Blank	
	Due Date	Auto Filled	
	Disc Due Date	Auto Filled	
	Receive Dt Invoice	Date received in department for processing reimbursement	
	Encl Cd	Blank	
	Req Pay Dt	Blank	
	Cust AR Number	for the traveler to determine what the payment is for on their bank statement.	
	IC	Enter "R"	
	Rsn	Enter "ER"	

Use local and state fund checklist for receipt/documentation requirements and travel expense coding requirements
   -State Funds Checklist 1XXXXX and 29XXXX
   -Local Funds Checklist all other funds

** Travel Expense Reimbursement Form or Email must be the first page and then the receipts. Otherwise it may cause the travel reimbursement request to go to the wrong area within FMO and delay processing.

*** After completing the processing in FAMIS place the form/email and receipts in a light blue interdepartmental envelope and send to Accounts Payable MS 6000 through campus mail.