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

Caltech

This form is used to process a reimbursement to a Caltech employee, student or visiting associate for an Unauthorized Order.

All Employee Reimbursements, regardless of dollar value, will require justification and financial approval.

If your request is for payment to a new payee, enter "New Supplier" in the required Supplier section.

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.

For Caltech Policies and Procedures regarding "Reimbursements" and "Unauthorized Orders", please click here. For information on obtaining a PCard, please click here.
Employee Reimbursements

Details:
- Enter the Payee name
Employee Reimbursements

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

Tina Lowenthal

Form Number: 122761
Purpose: Check Request
Status: Incomplete

Instructions
Details
Supplier

Questions
Attachments
Review and Submit
Form Approvals

Supplier

Remit-To Address

PROVISIONAL (Primary Remittance)
PROVISIONAL,
Employee (See Oracle)
Pasadena, CA 91125

United States

Required
Employee Reimbursements

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

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

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

<table>
<thead>
<tr>
<th>Buyer Invoice</th>
<th>Approvals</th>
<th>Matching</th>
<th>Comments</th>
<th>Supplier Messages</th>
<th>Attachments</th>
<th>History</th>
</tr>
</thead>
</table>

Show skipped steps

Orientation: Horizontal

Payment Request Invoice Review
- Submitted by Genelle Vinci on 3/26/2018 9:48 AM
- Active
- View approvers

Form Financial Approval
- Future
- View approvers
- Expedite

OK to Pay
- Future
- Expedite

Auto-Close PO
- Future
- Expedite
- Finish

Caltech
Employee Reimbursements

Employee Reimbursement Workflow

Form Request Workflow:

- **Submitted**
  - 3/25/2018 9:47 AM
  - Genelle Vinci

  **Payment Request Form Review**
  - Approved
  - Genelle Vinci

  **Create Non-PO Invoice**
  - Completed
  - 3/26/2018 9:48 AM

Invoice Workflow:

- **Submitted**
  - 3/26/2018 9:48 AM
  - Genelle Vinci

  **Payment Request Invoice Review**
  - Active
  - view approvers

  **Form Financial Approval**
  - Future
  - view approvers
  - Expedite

  **OK to Pay**
  - Future
  - Expedite

  **Auto-Close PO**
  - Future
  - Expedite

**Finish**
Employee Reimbursements

How to find your Forms