

Employee Travel Payment Procedures

Employee Reimbursement

1 - FAMIS (tammvs1.tamu.edu)

File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

F6525 Update not allowed because document has completed routing
235 Exempt/Delegated Header 01/08/07 10:44
FY 2007 CC AM

Screen: ___ Doc: E600182 Closed 2
Doc Year: 2006 Order Date: 08/01/2006 Cat.: EP State:
Dept: FISC_ Subdept: AAR_ Total Amt: 500.00

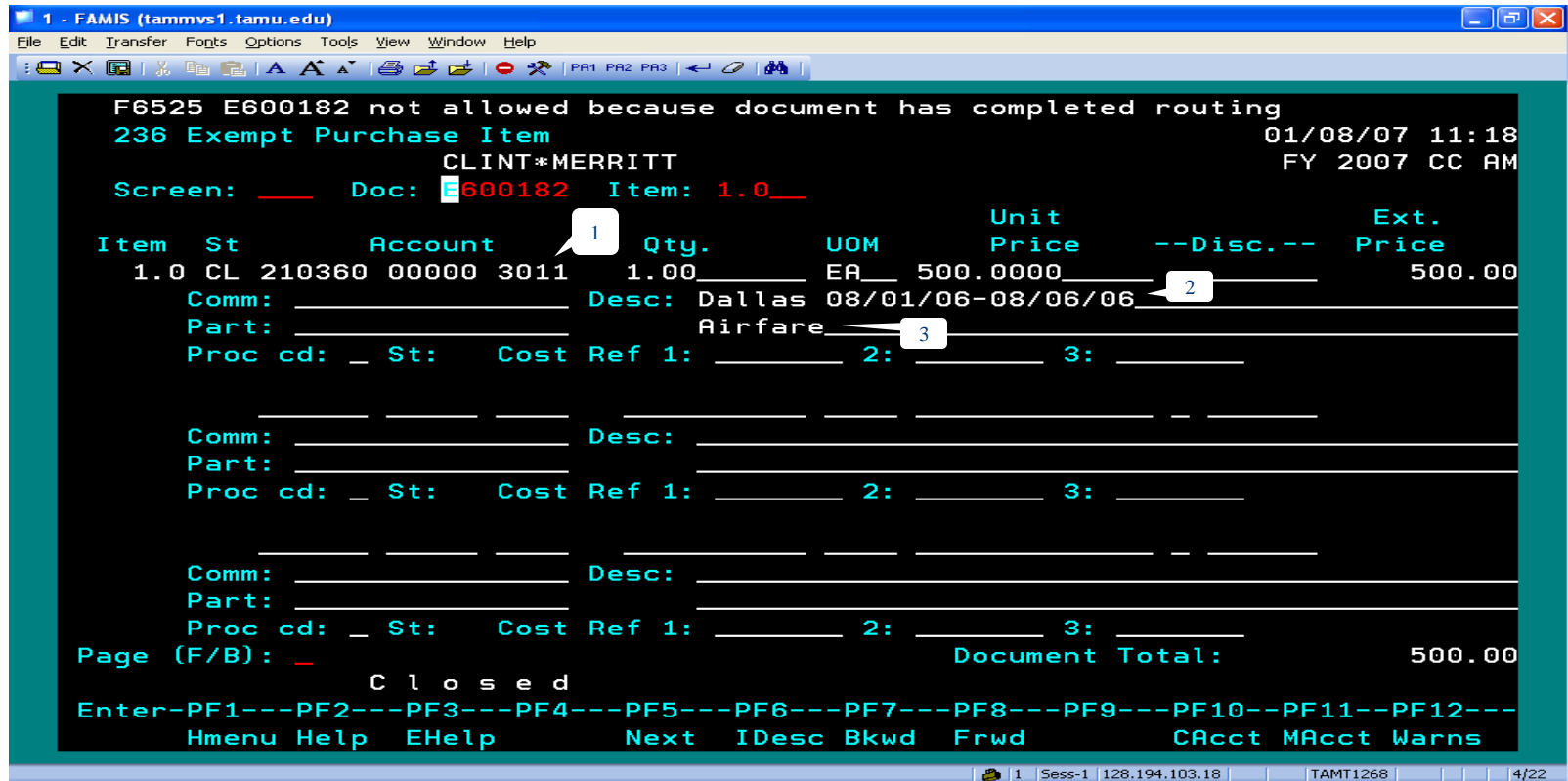
Doc Summary: DALLAS 08/01/06-08/06/06 CLINT MERRITT
1 Vendor: 21234567800 CLINT*MERRITT LDT Cd: ___
Reimburse ID: ___ FOB: ___
User Ref: 210360-0003___ All Items Received: Y
Date Received: 08/06/2006 3

Ship To	Address Nbr: 690	Invoice To	Address Nbr: 690
Name: FISCAL DEPARTMENT		Name: FISCAL DEPARTMENT	
Addr: 1501 TEXAS AVE. S.		Addr: 1501 TEXAS AVE. S.	
6000 TAMU		6000 TAMU	
City: COLLEGE STATION	State: TX	City: COLLEGE STATION	State: TX
Zip: 778436000	Country: ___	Zip: 778436000	Country: ___
Phone: ___	Fax: ___	Phone: ___	Fax: ___

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ADDR Next Notes AdDpt 4

1 Sess-1 128.194.103.18 | TAMT1268 | 4/12

1. Verify that the vendor is correct. **Important**, if the traveler wants direct deposit, verify that the appropriate mail code has been selected.
2. First date of travel.
3. Last date of travel.
4. Purpose and benefit of travel should be listed in doc notes only if it is not documented elsewhere, ie T & L is attached.



1. Use local fund or state fund checklist for coding and documentation requirements.
2. Note: FAMIS uses the first line of the first line item description to notify the traveler via email if direct deposited; important to use description that the traveler will recognize.
3. Repeated for each type of travel service. See the local fund and state fund checklist to help determine the breakdown of the travel services.

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1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fopgs Options Tools View Window Help
: [Icons] PR1 PR2 PR3 [Icons]

F6525 Update not allowed because document has completed routing
237 Exempt Purchase Close                                01/08/07 11:29
                                                         FY 2007  CC AM

Screen:  ___ Doc:  E600182                               C l o s e d

Close Document:  Y  [1]

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Doc Summary: DALLAS 08/01/06-08/06/06 CLINT MERRITT
Doc Year: 2006      Doc Date: 08/01/2006      Cat: EP  State:
Dept: FISC        Sub Dept: AAR              Total Amt: 500.00

Vendor: 21234567800 CLINT*MERRITT                LDT Cd:
Reimburse Id:                                     FOB:
User Ref: 210360-0003                             All Items Received: Y
                                                         Date Received: 08/06/2006

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp      Next Item Route Recal      Warns

[1] Sess-1 128.194.103.18 | TAMT1268 | 4/22

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1. Close the document by entering a “Y”.
2. PF7 will route the document for approval.

1 - FAMIS (tammvs1.tamu.edu)

File Edit Transfer Fgpts Options Tools View Window Help

PR1 PR2 PR3

F0013 Please enter desired modifications
341 Invoice Header Create (Dept.) 01/08/07 11:33
FY 2007 CC AM

Screen: Doc: E600182 Inv: E600182

Vendor: 21234567800 ¹ CLINT MERRITT Vendor ID's
Invoice Amt: 500.00 Cr: ACH Tax: 123456780
Invoice Dt: 08/06/2006 ² COLLEGE STATION, TX 77843 St: 21234567804
Terms:
Due Dt: 10/01/2006
Disc. Due Dt: 10/01/2006 Receive Dt: Invoice: 10/01/2006 ³
Original Inv: Encl Cd:

Req Pay Dt:
Cust. AR Nbr: DALLAS 08/06/06 ⁴ Alt Vendor: IC: R Rsn: ER ⁵
Vchr Amt: Other Parts Amt: Dup Inv Ovr:

Vndr: 21234567800 CLINT*MERRITT Tax ID: 123456780
Document Dt: 08/01/2006 Cat.: EP User Ref: 210360-0003
Start Dt: Contact Person: Ph:
End Dt: Buyer: Ph:
Exp.Dlvry Dt: FOB: Type Funds/Ord: PO Total: 500.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next VSrch Notes Accts Cncl

1 Sess-1 128.194.103.18 TAMT1268 4/12

1. Should be the total from line items listed on screen 236.
2. Last date of travel.
3. Date documentation/receipts received in department for processing.
4. Important field if traveler is receiving direct deposit. Information listed in this field will be what appears on the traveler's bank statement.
5. Must use the value of "R", "ER" when reimbursing employees. This will keep prompt pay from calculating.

Employee Travel Advance & Reimbursement

1 - FAMIS (tammvs1.tamu.edu)

File Edit Transfer Fonts Options Tools View Window Help

PA1 PA2 PA3

F6501 Update not allowed because Document is Closed
235 Exempt/Delegated Header

12/27/06 16:45
FY 2007 CC AM

Screen: Doc: E600184 C l o s e d
Doc Year: 2006 Order Date: 08/01/2006 Cat.: EP State:
Dept: FISC_ Subdept: AAR_ Total Amt: 750.00

Doc Summary: DALLAS 08/01/06-08/06/06 CLINT MERRITT
Vendor: 21234567800 CLINT*MERRITT LDT Cd: ___
Reimburse ID: 3711711711R TAMU-TRAVEL ADVANCE 1 FOB: ___
User Ref: 210360-0001___ All Items Received: Y
Date Received: 08/06/2006

Ship To	Address Nbr: 690	Invoice To	Address Nbr: 690
Name: FISCAL DEPARTMENT		Name: FISCAL DEPARTMENT	
Addr: 1501 TEXAS AVE. S.		Addr: 1501 TEXAS AVE. S.	
6000 TAMU		6000 TAMU	
City: COLLEGE STATION	State: TX	City: COLLEGE STATION	State: TX
Zip: 778436000	Country: ___	Zip: 778436000	Country: ___
Phone: _____	Fax: _____	Phone: _____	Fax: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ADDR Next Notes AdDpt

1 Sess-1 128.194.103.18 TAMT3852 4/12

1. Only difference from Employee Travel Reimbursement example, must use 3711711711R as the reimburse ID.

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1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help
PR1 PR2 PR3

F6501 Update not allowed because E600184 is not Open
236 Exempt Purchase Item                               12/27/06 16:46
CLINT*MERRITT                                         FY 2007 CC AM
Screen:  ___ Doc: E600184 Item: 1.0__

Item St      Account      Qty.    UOM      Unit Price  --Disc.--  Ext. Price
1.0 CL 210360 00000 3011    1.00     EA    500.0000  _ _ _ _ _  500.00
Comm: _____ Desc: Dallas 08/01/06-08/06/06
Part: _____ Airfare
Proc cd: _ St: Cost Ref 1:  _ 2:  _ 3:  _

2.0 CL 210360 00000 3030    1.00     EA    250.0000  _ _ _ _ _  250.00
Comm: _____ Desc: Meals and Lodging
Part: _____ I Meals 08/01-10.00, 08/02-15.00, 08/03-15.00
Proc cd: _ St: Cost Ref 1:  _ 2:  _ 3:  _

Comm: _____ Desc:
Part: _____
Proc cd: _ St: Cost Ref 1:  _ 2:  _ 3:  _

Page (F/B): _ Document Total: 750.00
C l o s e d
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next IDesc Bkwd Frwd CAcct MAcct Warns

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1. For employee reimbursement of non receipt items, must document breakdown here or must be included with documentation. If already documented there is no reason to retype in FAMIS.

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1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fopgs Options Tools View Window Help
: [Icons] PR1 PR2 PR3 [Icons]

F0013 Please enter desired modifications
237 Exempt Purchase Close
12/27/06 16:46
FY 2007 CC AM

Screen: ___ Doc: E600184 C l o s e d

Close Document: Y

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Doc Summary: DALLAS 08/01/06-08/06/06 CLINT MERRITT
Doc Year: 2006 Doc Date: 08/01/2006 Cat: EP State:
Dept: FISC Sub Dept: AAR Total Amt: 750.00

Vendor: 21234567800 CLINT*MERRITT LDT Cd:
Reimburse Id: 3711711711R TAMU-TRAVEL ADVANCE FOB:
User Ref: 210360-0001 All Items Received: Y
Date Received: 08/06/2006

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next Item Route Recal Warns

1 Sess-1 128.194.103.18 TAMT3852 4/22
  
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1. Close the document by entering “Y”.
2. PF7 will route the document for approval.

1 - FAMIS (tammvs1.tamu.edu)

File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

F0013 Please enter desired modifications
341 Invoice Header Create (Dept.)

01/08/07 12:12
FY 2007 CC AM

Screen: ___ Doc: E600184 Inv: 1234567 **1**

Vendor: 21234567800 **2** CLINT MERRITT Vendor ID's
Invoice Amt: 500.00 Cr: _ ACH Tax: 123456780
Invoice Dt: 08/01/2006 COLLEGE STATION, TX 77843 St: 21234567804

Terms: ___ - ___
Due Dt: 10/01/2006

Disc. Due Dt: 10/01/2006 Receive Dt: Invoice: 10/01/2006 **3**
Original Inv: ___ Encl Cd: _ **4**

Req Pay Dt: ___

Cust. AR Nbr: DALLAS 08/01-08/06 Alt Vendor: 3711711711R IC: R Rsn: ER
Vchr Amt: Other Parts Amt: Dup Inv Ovr: _

----- Purchase Order Information -----
Vndr: 21234567800 CLINT*MERRITT Tax ID: 123456780

Document Dt: 08/01/2006 Cat.: EP User Ref: 210360-0001
Start Dt: Contact Person: Ph:
End Dt: Buyer: Ph:
Exp. Dlvry Dt: FOB: Type Funds/Ord: PO Total: 750.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next VSrch Notes Acts Cncl

1 Sess-1 128.194.103.18 | TAMT1268 | 4/12

Invoice Header set up to pay back Advance

1. Must list the advance receivable number as the invoice number. Not doing so will delay posting of the payment to the receivable.
2. Amount of documentation provided to pay back advance.
3. Alt Vendor must be 3711711711R. This pulls from screen 235 when you enter the Reimburse ID. If this field is not filled out with this vendor number it will be paid directly to the traveler. This will cause the advance to remain outstanding.
4. Must use the value of "R", "ER" when reimbursing employees. This will keep prompt pay from calculating.

DIVISION OF FINANCE

Vision: Be The Benchmark

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1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fopgs Options Tools View Window Help
PR1 PR2 PR3

F0013 Please enter desired modifications
341 Invoice Header Create (Dept.)                                01/08/07 12:12
                                                                FY 2007 CC AM

Screen: ___ Doc: E600184 Inv: E600184
Vendor: 21234567800 CLINT MERRITT Vendor ID's
Invoice Amt: 250.00 Cr: _ Tax: 123456780
Invoice Dt: 08/01/2006 ACH St: 21234567804
Terms: _ _ _ _ COLLEGE STATION, TX 77843
Due Dt: 10/01/2006
Disc. Due Dt: 10/01/2006 Receive Dt: Invoice: 10/01/2006
Original Inv: _ _ _ _ Encl Cd: _

Req Pay Dt: _
Cust. AR Nbr: DALLAS 08/01-08/06 Alt Vendor: _ IC: R Rsn: ER
Vchr Amt: Other Parts Amt: Dup Inv Ovr: _
----- Purchase Order Information -----
Vndr: 21234567800 CLINT*MERRITT Tax ID: 123456780
Document Dt: 08/01/2006 Cat.: EP User Ref: 210360-0001
Start Dt: Contact Person: Ph:
End Dt: Buyer: Ph:
Exp.Dlvry Dt: FOB: Type Funds/Ord: PO Total: 750.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp ACH Next VSrch Notes Accts Cncl
  
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Invoice Header set up to pay back traveler for amount greater than the advance amount.

1. Invoice number should be the doc number.
2. Amount to reimburse traveler once advance is paid back.
3. Note that the Alt Vendor is blank. This must be blank to reimburse the traveler. If reimburse ID is filled out on screen 235 this field will need to be deleted out.