HUSKYBUY
UNIVERSITY OF CONNECTICUT

Guest Travel Reimbursement Job Aid

Step	Action	Screenshot
Creating a Guest Travel Reimbursement		
1	To create a guest travel reimbursement, you must fill out the appropriate form in HuskyBuy. Go to the main page of HuskyBuy and click on **Guest Travel Reimbursement**. This button is located under **Payment Requests**. Please note that this form is **only** for guest travel reimbursements. All employee travel reimbursements must be done in Concur.	
Entering Supplier Information		
2	To begin the guest travel reimbursement, you must first locate the person that you are trying to reimburse in the HuskyBuy system. Go to the **Enter Supplier** box. Type in the name of the guest. A drop down menu will appear, listing all the names that match the one that's been entered. Click on the name of the guest. This will auto populate the guest's information, such as their name, address, phone number, etc. Check to make sure the address is correct. At times, guests will have multiple addresses, so make sure you choose the one that they would like the reimbursement check mailed to.	

Entering Invoice & Payment Details

3	The next section has to do with invoice and payment details. Please enter the following information into each of the appropriate boxes. **Supplier Inv #:** Last Name and First Day of Travel (Ex: Ferraro06052022) **Invoice Date**: Last Day of Travel (Ex: 06/10/2022) **Due Date**: Date of Processing (Ex: 8/1/2022) **Payment Reason Code**: N (Non-Employee Reimbursements) **Commodity Code:** 535 (Travel Services)	**Invoice & Payment Details** ❓ For Guest travel reimbursement please use the Concur Request ID if the guest has a segment (i.e. Airfare, Hotel or car rental). If no segments please use the guest's invoice number or last name and date of first day of trip (ex. Smith020820) if no invoice number is available. Please attach all receipts and any meaningful supporting documentation In the **Internal Attachments** section at the bottom of this form. Supplier Inv # * [ ] Invoice Date * [📅] mm/dd/yyyy Due Date * [📅] mm/dd/yyyy Choose the **Code** that best describes the payement. Payment Reason Code * [Please select... ⌄] Commodity Code * [Search... 🔍]

4	If airfare, lodging, or car rental was not booked through Concur, select **A. External Process**.
	
	If airfare, lodging, or car rental was booked in Concur, select **B. Concur Request**.
	
	Most of the time, with guest reimbursements, the airfare, lodging, and/or rental car will have been booked by the guest and not through Concur; therefore, the option you will select most frequently will be **A. External Process**.
		Travel Preauthorization
		
		Please read BOTH Travel Preauthorization statements below and choose your method of obtaining travel preauthorization.
		  A. Travel preauthorization was obtained via an external process or system for any Airfare, Lodging, or Car Rental included in this reimbursement request.
		  B. Pre-approval obtained through Concur Request since no clear documentation as to the travel pre-approval for the guest. If (B), please attach the PDF of the Concur Travel Request or the Concur Travel Request number in the **Internal Attachments** section below.
		
		    ◯ A. External Process
		    ◯ B. Concur Request

Inputting Travel Itemizations

5	This next section is where you input all of the travel expenses that the guest is requesting reimbursement for. Please enter the following information into each of the appropriate boxes. **Airfare:** Total cost of airfare, baggage, etc. **Hotel Lodging:** Total cost of hotel, lodging, etc. **Car Rental:** Total cost of rental car, rental car fuel, etc. **Ground Transportation:** Total cost of taxis, trains, buses, etc. **Parking**: Total cost of parking **Tolls:** Total cost of tolls **Individual Actual Meal Costs:** Total cost of meals with provided receipts **Registration Fees:** Total cost of any type of registration fee(s)	**Travel Itemizations** Enter total amount for each category and attach backup for each of the entries, if applicable. Attachments can be uploaded in the **Internal Attachments** section below. Airfare Hotel Lodging Car Rental Ground Transportation Parking Tolls Individual Actual Meals Cost Catering Registration Fees
6	If the guest does not have receipts for their meals, they can instead be reimbursed per diem. This is a government-issued, allotted amount that every traveler is entitled to while they are traveling for business purposes. To calculate this amount, you must look up the meals and incidentals (M&IE) per diem rate for the location that the guest stayed at. This rate can be found on the GSA website. Once you have located the amount, enter the name of the location that the guest stayed at under the **M&IE Per Diem** box. Enter the per diem rate you just looked up under the **Rate** box. Finally, calculate the number of days the traveler is requesting reimbursement for meals in the **Quantity** box. Each day counts as 1; the first and last day count as 0.75.	**Per Diem** **GSA Per Diem Lookup** Please use a quantity of .75 each for first and last day of travel. Example – if 3 days of meal per diem then input 2.50 as a quantity. For the per diem rate use the GSA rate for the city. U.S. General Services Administration Per Diem Rates M&IE Per Diem Rate Units Quantity DAY

|		
7	If the guest traveled with their personal car, we have to reimburse them for mileage instead of gas. Each year, the U.S. government releases a rate that we have to reimburse mileage at. The current years' rate auto-populates on the form. If you are reimbursing a guest for a prior year, you can find the rate on the IRS website. To calculate mileage, look up the guests' start and end point(s) for all driving in Google Maps. Then, add this mileage together to get a total amount. Enter this total in the **Quantity** box. Under the **Personal Car Mileage** box, enter in the start and end point(s) for all driving.	**Mileage** Please attach a Google Maps or MapQuest calculation of mileage in the **Internal Attachments** section below. If your trip overlaps the calendar year, use the second **Personal Mileage** line to take into account more than one rate option. Line 1 = **Standard Mileage** Line 2 = **Exception to Standard Mileage** Personal Car Mileage Rate Units Quantity 0.625 MILE 254 characters remaining expand │ clear Personal Car Mileage Rate Units Quantity MILE 254 characters remaining expand │ clear
Uploading Supporting Documentation		
8	All travel expenses **must** be supported with back-up documentation. Airfare, hotel, rental car, ground transportation, parking, tolls, recipeted meals, and registration fees must be supported by a receipt. Receipts must show the name of the guest and method of payment (such as the last four digits of the credit card that was charged for the expense.) Mileage claims must be supported by Google Maps which document mileage figures. Guests need to have a purpose for their visit to UConn. Upload any conference agenda, talk flier, departmental approval, etc. to support the business purpose for their reimbursement.	**Internal Attachments** Please attach all receipts and any meaningful supporting documentation including a Concur request if available or any documentation supporting the business purpose and locations for this reimbursement. You will have the opportunity to attach multiple documents on the upload screen. **Concur Travel Request** Attach PDF of Concur Travel Request. **Mileage** Attach Google Maps or MapQuest of the calculation of mileage. **Travel Itemization** Attach backup for each travel itemized entry, if applicable. Internal Attachments * Add

9	Once you've completed all of the steps listed above, you are ready to add the guest travel reimbursement to your cart. To do this, scroll to the top of the page. Then, click on **Add and Go to Cart**, which is a blue button located at the top-right hand corner of the page.	
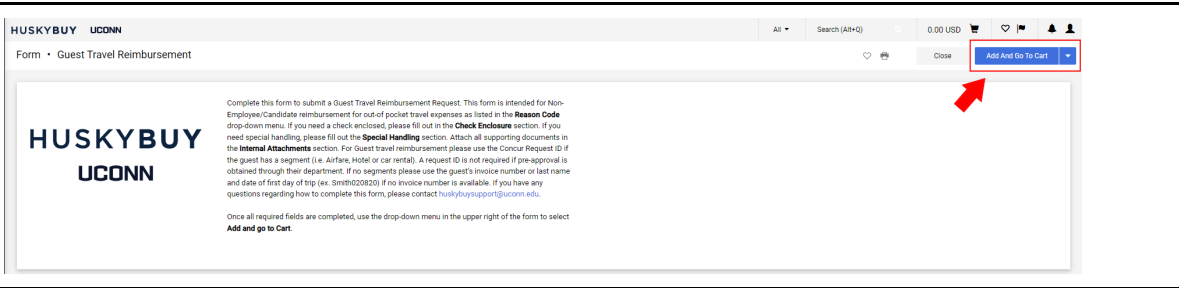
Submitting the Requisition into HuskyBuy
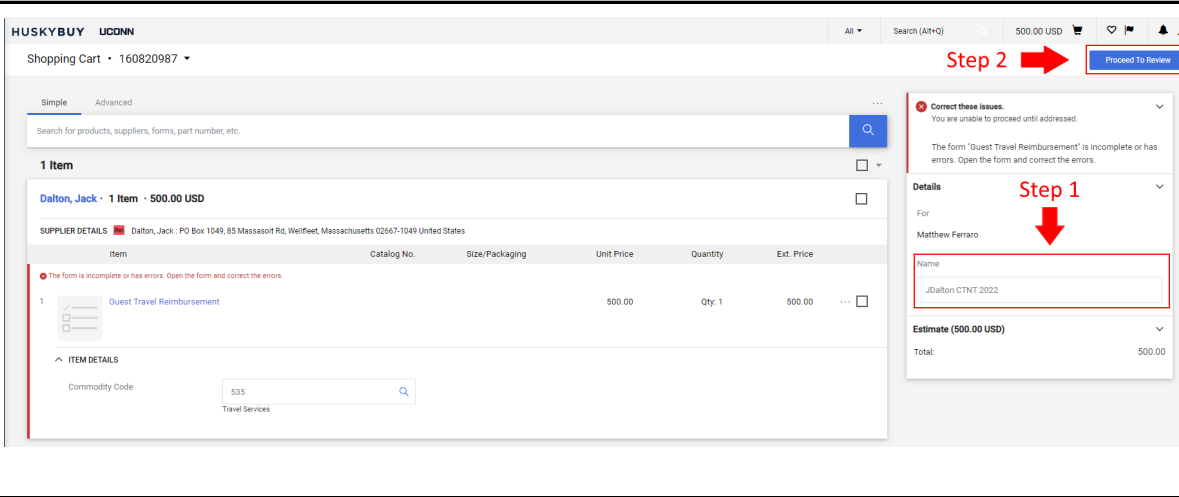
|		
10	You will now be brought to your **Shopping Cart** in HuskyBuy. There are two steps to complete before reviewing the requisition. **Step 1**: Name the guest travel reimbursement something you can locate easily in the future. You can use the following naming convention: *First Initial, Last Name, Business Purpose of Trip, Year of Trip* (Ex: **JDalton, CTNT, 2022**) **Step 2**: Now, click on the blue button in the top right-hand corner, **Proceed to Review**.	
11	**FOR STUDENT WORKERS ONLY**: If you are a student worker, you need to add an optional invoice approver. **Step 1**: You need to scroll down until you see **Optional Invoice Approver**. Click on **Empty**, a button that has an orange triangle next to it.	**Step 1:**
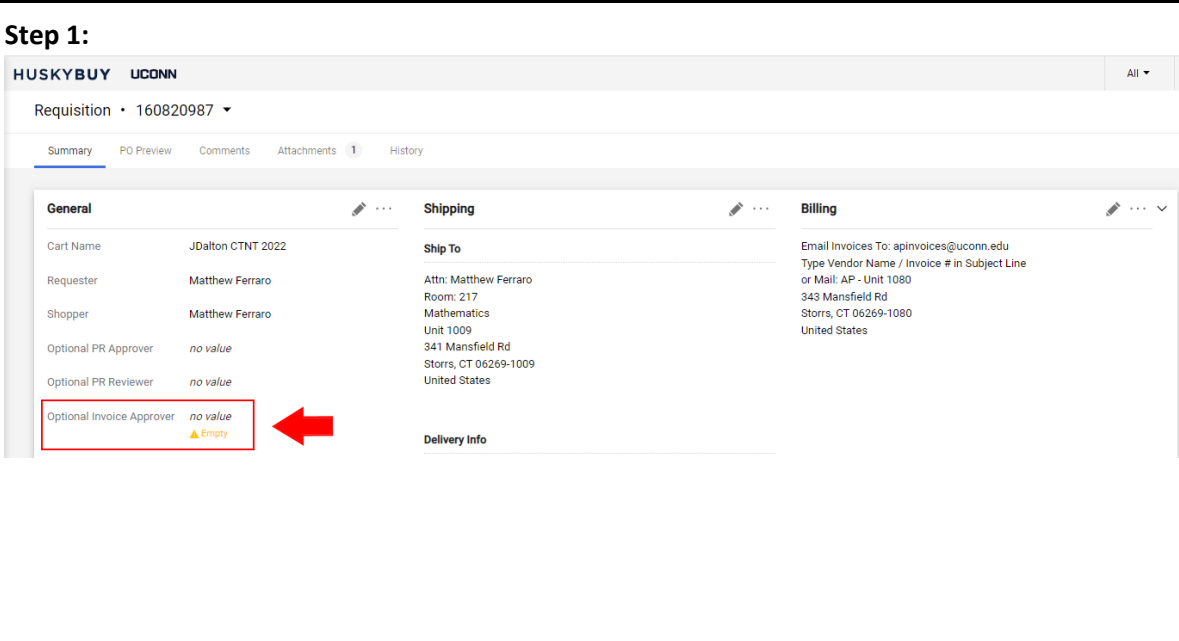
|		
12	**Step 2**: A new screen will appear. Scroll down until you see the **Optional Invoice Approver.** Click on the small magnifying glass. Doing this will allow you to search for an optional invoice approver for the requisition. **Step 3**: Another new screen will open up. In the "Description" box, type in the last name of your supervisor. Scroll down until you find the person that you are looking for. Then, click on the blue "+" button to add them as the optional invoice approver of the requisition. If you are **NOT** a student worker, you can skip this step and move onto **Step 12**.	**Step 2:** **Step 3:**
13	**Step 1:** On the next screen, scroll down until you see **Accounting Codes**. In this section, you will add the KFS account and object code. To edit the accounting codes, you need to click on the red **required** button, which has an X next to it.	**Step 1:**

Step 2:

A new screen will appear. On this screen, you will enter the KFS account you are charging the guest travel reimbursement to under the **Account** line. Type in the account number to the box. It will appear in a drop-down menu below the line. Click on the account to make it auto-populate. Go through the same process for **Object Code**. For guest reimbursements, you will always use **7645** as the object code.
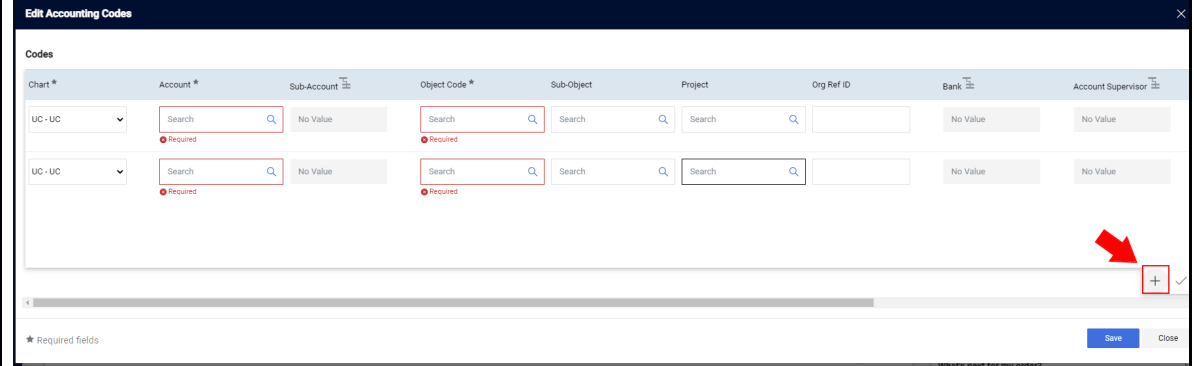
Step 3:

If you need to split the guest reimbursement between two accounts, you will need to add another accounting line. To do this, click the gray **+** button at the bottom right-hand corner of the screen. This will add another line. Then, fill out the KFS account and the object code, using the same process described in Step 2.


Step 2:
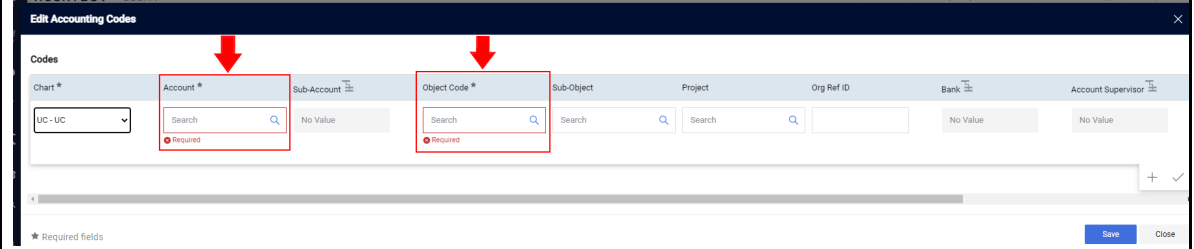
Step 3:

14

Once you have entered the accounting lines, review the guest travel reimbursement once more to ensure everything is accurate. When you're ready to submit the reimbursement into HuskyBuy, click on the **Place Order** button at the top right-hand corner of the screen.

Congratulations! You successfully processed a guest travel reimbursement in HuskyBuy.
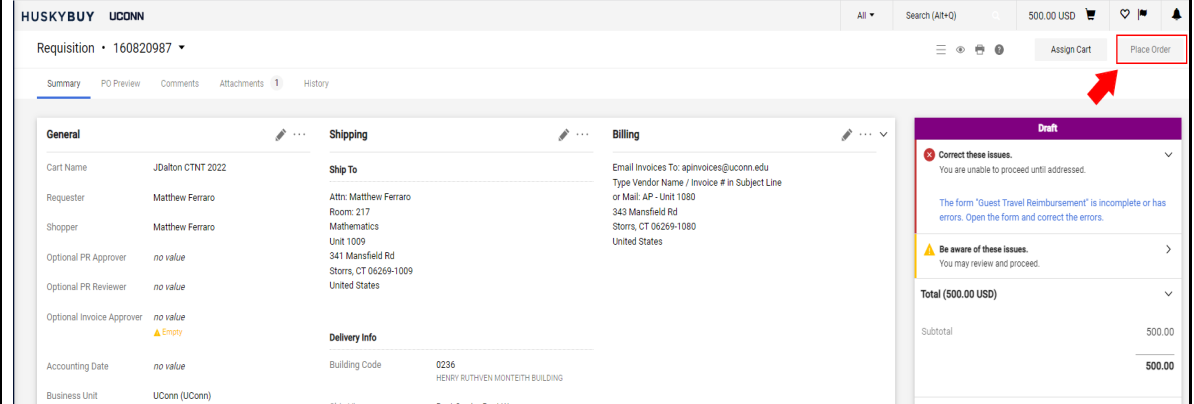
Checking Approval Status of Guest Travel Reimbursements		
1	If you want to check on the status of a guest travel reimbursement that you've submitted into HuskyBuy, all you need is the **requisition number**, which is a unique ID number that can be found on the top of the requisition.	
2	Take the requisition number and paste it into the **search box** at the top of the screen. Hit Enter and any **document** associated with the requisition, including the requisition, will show up in a drop-down menu below the search bar.	
3	There are 3 types of documents in HuskyBuy associated with guest travel reimbursements. The reimbursement starts as a **Requisition** that you, the initiator, puts into HuskyBuy. Once it is approved by the accounts' fiscal officer(s), it turns into a **Purchase Order**. An **Invoice** is created from this purchase order, which needs to be approved by the Accounts Payable or Travel Department at UConn before it can be paid out to the guest. You can locate all the documents associated with the original requisition by looking at the **related documents** on the requisition. From there, you can click on the links to the invoice and the purchase order to access these docs.	

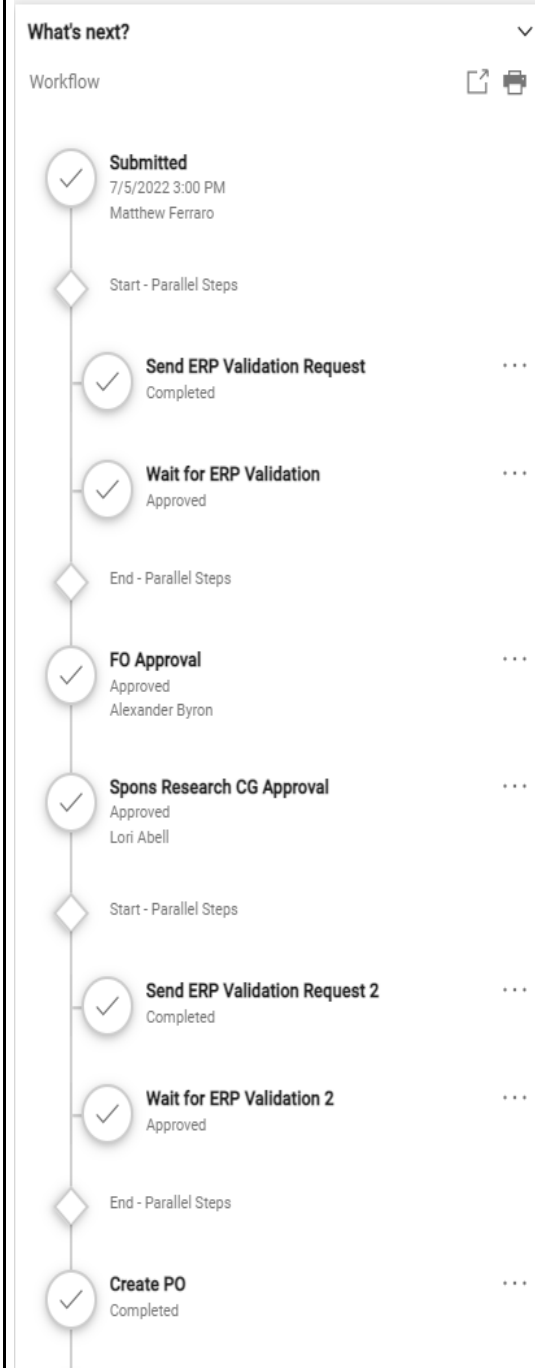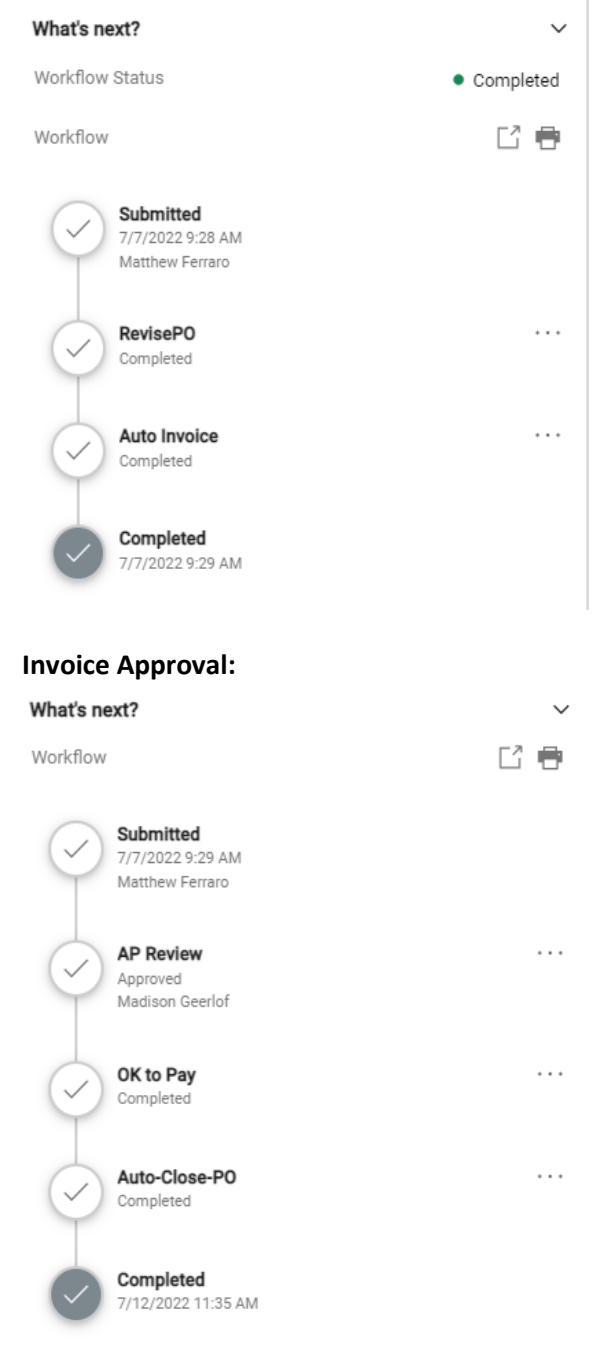| 4 | **Workflow Approval Process:**

On the right-hand side of any document in HuskyBuy, there is a workflow approval log. You can view this log at any time to see where a guest travel reimbursement is in the process.

For a **Requisition (REQ)**, the workflow is:

If on a non-grant account:
Requisition (REQ) created →
Fiscal Officer (FO) approval →
Create Purchase Order (PO)

If on a grant account:
Requisition (REQ) created →
Fiscal Officer (FO) approval →
Sponsored Programs (SPS) approval →
Create Purchase Order (PO)

For a **Purchase Order (PO)**, the workflow is automatic. The PO automatically becomes an invoice (INV) through this process.

For an **Invoice (INV)**, the workflow is:

Invoice (INV) created from PO →
Accounts Payable/Travel (AP) approval →
INV approved and paid out to the traveler | **Requisition Approval:**

What's next? ⌄

Workflow ⤢ 🖨

✓ **Submitted**
7/5/2022 3:00 PM
Matthew Ferraro

◇ Start - Parallel Steps

✓ **Send ERP Validation Request** ⋯
Completed

✓ **Wait for ERP Validation** ⋯
Approved

◇ End - Parallel Steps

✓ **FO Approval** ⋯
Approved
Alexander Byron

✓ **Spons Research CG Approval** ⋯
Approved
Lori Abell

◇ Start - Parallel Steps

✓ **Send ERP Validation Request 2** ⋯
Completed

✓ **Wait for ERP Validation 2** ⋯
Approved

◇ End - Parallel Steps

✓ **Create PO** ⋯
Completed | **Purchase Order Approval:**

What's next? ⌄

Workflow Status ● Completed

Workflow ⤢ 🖨

✓ **Submitted**
7/7/2022 9:28 AM
Matthew Ferraro

✓ **RevisePO** ⋯
Completed

✓ **Auto Invoice** ⋯
Completed

✓ **Completed**
7/7/2022 9:29 AM

Invoice Approval:

What's next? ⌄

Workflow ⤢ 🖨

✓ **Submitted**
7/7/2022 9:29 AM
Matthew Ferraro

✓ **AP Review** ⋯
Approved
Madison Geerlof

✓ **OK to Pay** ⋯
Completed

✓ **Auto-Close-PO** ⋯
Completed

✓ **Completed**
7/12/2022 11:35 AM |

5	**Checking Payment Status:** **Step 1:** To check whether a reimbursement has been paid out to the traveler, go to the **invoice** associated with the reimbursement. Then, click on the **history** tab of the invoice. **Step 2**: In the **history** tab, you will look for the following information to determine the payment status of the reimbursement: **Payment Method**: This is the manner in which the payment was issued for. Usually, for guest reimbursements, the method of payment will be a check. If this is the payment method, then the check will be mailed out and sent to the traveler's address. **Disbursement Date**: This is the date the payment was disbursed. Usually, for guest reimbursements, this will be the date the check was sent out to the traveler. **Pay Status**: This is the status of the payment. Usually, for guest reimbursements, this will be paid if the check has been written & sent to the traveler.	**Step 1:** **Step 2:**