# HUSKYBUY

# **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 <b>Guest Travel</b> <b>Reimbursement</b> . This button is located under <b>Payment Requests</b> . Please note that this form is <u>only</u> for guest travel reimbursements. All employee travel reimbursements must be done in Concur.	Non-Catalog Requisition Forms     Goods &     Blanket     External   Catering     Equipment   Requests     Disbursement   Voucher     Guest Travel
Entering S	upplier 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 <b>Enter Supplier</b> 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	Supplier Details     Existing Supplier   Enter Supplier *     Belect Supplier     Remit To Address *   Contact Name   Street 1   Street 2

Entering In	voice & Payment Details				
	The next section has to do with invoice and payment details. Please enter the following information into	Invoice & Payment Details	the Consur Request ID if the quest has a segmen	t (i.e. Airfara Uatal at any rantal). If no normanta a	0
	Supplier Inv #:	use the guest's invoice number or last name receipts and any meaningful supporting doo	e and date of first day of trip (ex. Smith020820) if cumentation in the <b>Internal Attachments</b> section	no invoice number is available. Please attach all at the bottom of this form.	lease
	Last Name and First Day of Travel (Ex: Ferraro06052022)	Supplier Inv # *			
3	Invoice Date: Last Day of Travel (Ex: 06/10/2022)	Invoice Date *	mm/dd/yyyy		
	<b>Due Date</b> : Date of Processing (Ex: 8/1/2022)	Due Date *	mm/dd/yyyy		
	Payment Reason Code:	Choose the <b>Code</b> that best describes the pa Payment Reason Code *	Please select 🗸		
	Commodity Code: 535 (Travel Services)	Commodity Code *	Search	Q	
	If airfare, lodging, or car rental was not booked through Concur, select <b>A. External Process</b> .	Travel Preauthorization			
4	If airfare, lodging, or car rental was booked in Concur, select <b>B. Concur Request</b> .	Please read BOTH Travel Preauthoriz A. Travel preauthorization was ob request. B. Pre-approval obtained through the PDF of the Concur Travel R	ation statements below and choose your mo otained via an external process or system fo Concur Request since no clear documentat request or the Concur Travel Request numbe	ethod of obtaining travel preauthorization. r any Airfare, Lodging, or Car Rental included i ion as to the travel pre-approval for the guest. r in the Internal Attachments section below.	n this reimbursement If (B), please attach
	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 <b>A. External Process</b> .		<ul> <li>A. External Process</li> <li>B. Concur Request</li> </ul>		

Inputting T	ravel Itemizations	
	This next section is where you input all of the travel	Travel Itemizations
	expenses that the guest is requesting reimbursement for. Please enter the following information into each of the appropriate boxes.	Enter total amount for each category and attach backup for each of the entries, if applicable. Attachments can be uploaded in the <b>Internal Attachments</b> section below.
	Airfare: Total cost of airfare, baggage, etc.	Airtare
	Hotel Lodging: Total cost of hotel, lodging, etc.	Hotel Lodging
	<b>Car Rental:</b> Total cost of rental car, rental car fuel, etc.	Car Rental
	<b>Ground Transportation:</b> Total cost of taxis, trains, buses, etc.	Ground Transportation
-	Parking: Total cost of parking	Faiking
5	Tolls: Total cost of tolls	Tolis
	Individual Actual Meal Costs: Total cost of meals with provided receipts	Individual Actual Meals Cost
	Registration Fees: Total cost of any type of	Catering
	registration fee(s)	Registration Fees
	If the guest does not have receipts for their meals, they can instead be reimbursed per diem. This is a	Per Diem 😡
	government-issued, allotted amount that every	GSA Per Diem Lookup
	business purposes.	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.
6	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 <u>GSA website</u> .	U.S. General Services Administration Per Diem Rates 🗋
	Once you have located the amount, enter the name of the location that the guest stayed at under the <b>M&amp;IE Per Diem</b> box. Enter the per diem rate you just looked up under the <b>Rate</b> box. Finally, calculate the number of days the traveler is requesting reimbursement for meals in the <b>Quantity</b> box. Each day counts as 1; the first and last day count as 0.75.	M&IE Per Diem     Rate     Units     Quantity       DAY <ul> <li> </li> </ul>

	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 <u>IRS</u> <u>website</u> .	Mileage       Image: Comparison of 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       Image: Comparison of Mileage         Line 2 = Exception to Standard Mileage       Rate       Units         Quantity       Rate       Units       Quantity
7	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 <b>Quantity</b> box.	0.625 MILE
	Under the <b>Personal Car Mileage</b> box, enter in the start and end point(s) for all driving.	Personal Car Mileage     Rate     Units     Quantity       Image: Mile mathematical system of the system
Uploading	Supporting Documentation	
	All travel expenses <u>must</u> be supported with back-up documentation.	Internal Attachments
8	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.	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.
	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 * 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 <b>Add and Go to Cart</b> , which is a blue button located at the top-right hand corner of the page.	HUSKYBUY ucowe           Form • Guest Travel Reimbursement           FUSEXYEAU Complete this form to submit a Guest Travel Reinbursement Request. This form is intended for Non- Traplese Candidate reinbursement for cool of pode travel regimes as land in the Resear Code operation and the check codes gives also for an thir Code content state regimes and the check codes gives also for an thir Code content state regimes to a state of the regimes to a state of the regimes that the regime of the content state regimes to a state of the regimes to a state of the regimes to a state of the regimes to a state of the regime to a state of the regimes to a state of the regimes to a state of the regimes to a state of the regime to a state of the regimes to a state of the regimes to a state of the regimes to a state of states of the regimes to a state of states of the regimes the regimes to a state of the regimes to a state of the regimes to a state of states of the regimes to a state of the regimes to a state of the regimes to a state of states of the regimes to a state of the regimes to a state of the regimes to a state of states of the regimes to a state of the regimes to a state of the regimes to a state of states of the regimes to b complete this form, places contact hushops upgord jucons adv. Addies of the dot of the regimes to a state of the form to select Addies of to fort.	Al • Search (AH-C) C 0.00 USD V ( • A 1
Submitting	the Requisition into HuskyBuy		
10	<ul> <li>You will now be brought to your Shopping Cart in HuskyBuy. There are two steps to complete before reviewing the requisition.</li> <li>Step 1: Name the guest travel reimbursement something you can locate easily in the future. You can use the following naming convention:</li> <li><i>First Initial, Last Name, Business Purpose of Trip, Year of Trip</i> (Ex: JDalton, CTNT, 2022)</li> <li>Step 2: Now, click on the blue button in the top right- hand corner, Proceed to Review.</li> </ul>	HUSKYBUY UCONN         Shopping Cart • 160820987 •         Simple       Advaced         Barch for products, suppliers, forms, part number, etc.         1 Item         Dation, Jack • 1 Item • 500.00 USD         SupPUER DETAILS IF Dation, Jack: • 10 for 1048, 85 Massacht Rd, Welffeet, Massachusetts 00467-1049 United States         Item         Option to becompte or his encore. Spin the form and correct the encore.         1       Image: Option to 1048, 85 Massacht Rd, Welffeet, Massachusetts 00267-1049 United States         Image: Option to becompte or his encore. Spin the form and correct the encore.       Stace/Packaging       Unit Price       Ouentity         Image: Option to becompte or his encore. Spin the form and correct the encore.       Stace/Packaging       Unit Price       Ouentity         Image: Option to becompte or his encore. Spin the form and correct the encore.       Stace/Packaging       Unit Price       Ouentity         Image: Option to becompte or his encore.       Stace       Quest Travel Reinbursement       Stace       Stace         Image: Option to becompte or his encore.       Stace       Quest Travel Services       Stace       Stace         Image: Option to becompte or his encore.       Stace       Quest Travel Services       Stace       Stace       Stace         Image: Option to becompte or his encore.       Stace <td< th=""><th>Al • Search (Att-40) 500.00 USD • • • • • • • • • • • • • • • • • • •</th></td<>	Al • Search (Att-40) 500.00 USD • • • • • • • • • • • • • • • • • • •
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: NUSKYBUY UCONN Requisition • 160820987 • Summary PO Preview Comments Attachments I History General PD Preview Comments Attachments I History Cart Name JDalton CTNT 2022 Requester Matthew Ferraro Requester Matthew Ferraro Matthew Ferraro Optional PR Approver no value Optional IR Reviewer no value Optional IR Reviewer no value Dottomal Invoice Approver no value Etmory Delivery Info	Billing     Provide To: apinvoices@uconn.edu     Type Vendor Name / Invoice ≢ in Subject Line     or Mail: AP-Unit 1080     343 Mansfield Rd     Storrs, CT 06269-1080     United States

	Step 2: A new screen will appear. Scroll down until	Step 2:				St	tep 3:				
	you see the <b>Optional Invoice Approver.</b> Click on the small magnifying glass. Doing this will allow you to	Edit General		×		c	Custom Field Search				×
	search for an optional invoice approver for the	General			^		Value	Des	cription		Filter
	requisition.	Cart Name *	JDalton CTNT 2022							Clear	All Filters
	Step 3: Another new screen will open up. In the	Requester	Matthew Ferraro		ĸ		< > Page 1	of 200 1-20 o	of 4000 Results		20 Per Page 💌
	"Description" box, type in the last name of your	Shopper	Matthew Ferraro	٩			Value 1	D	escription		
	supervisor. Scroll down until you find the person that	Optional PR Approver	Search	Q		-	aaa02007	A	mpofo,Akwasi		+
	to add them as the optional invoice approver of the	Optional PR Reviewer	Search	Q		-	aaa02008	A	ingarano,Anthony		+
10	requisition.	Optional Invoice Approver	Search				aaa05004	A	hmed,Affrin		+
12	If you are <b>NOT</b> a student worker, you can skip this	optional intellectopprotein	▲ Empty			-	aaa07004	A	intar,Adam		+
	step and move onto <b>Step 12</b> .	Accounting Date				_	aaa08002 aaa11012	A	uresco, Andrea		+
		Business Unit	mm/dd/yyyy UConn (UConn)				aaa13008	A	iro,Angelo		+
		Cost Source	EST - Estimate	~			aaa14003	A	lbertie,Alayna		+
		LIConn Point of Contact				_	aaa14010	A	rvelo Arvelo,Angeliemar		+
		oodiin oliik or oontact				-	aaa14011	A	.hmed,Aasiya		+
		Point of Contact phone #				-	aaa14013 aaa14023	A V	/ogel,Alisha		+
		Point of Contact email				-	aaa17008	S	alami,Abdoulaye		+
		AiM Work Order					aaa17011	A	ggarwal,Aakash		+
		Required fields		Save Close	·		20017010		hmad Aria		Cancel
		A Required fields									
		Step 1:									
	Step 1:	Accounting Codes									ø ··· v
	On the next screen, scroll down until you see	Chart Acco	unt Sub-Account	Object Code S	Sub-Object P	roject	Org Ref ID	Bank	Account Supervisor	Org	CG
	KFS account and object code. To edit the accounting		alue no value	no value n Required	no value n	o value	no value	no value	no value	no value	no value
13	codes, you need to click on the red <b>required</b> button,			•							
	which has an X next to it.										

#### 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:

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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.

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 A	pproval 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 <b>requisition number</b> , which is a unique ID number that can be found on the top of the requisition.	HUSKYBUY UCONN       Al • Seven (AH-c)       0.00 USD         Requisition • [59757615] • • • • • • • • • • • • • • • • • • •	₩     ♥     ▶     ▲       1 Rends         647.66        647.66       ✓       ●
2	Take the requisition number and paste it into the <b>search box</b> at the top of the screen. Hit Enter and any <b>document</b> associated with the requisition, including the requisition, will show up in a drop-down menu below the search bar.	Search Bar     1970/57/11       Quick Search (Quice)       Search for products, suppliers, forms, part number, etc.     Quick Search (Quice)       Bearch for products, suppliers, forms, part number, etc.     Quick Search (Quice)       Items Catalog Supplier       University of Connecticut is exceed to amounce a new partnership with John Michael Aspecies (no. (MA) of Newington, C1 to exclusively manage the Findencial Products and Appende purchase for internal stateholders at UCOm beginning July 1, 2022. UCOm and Aspecies (no. UMA) of Newington, C1 to exclusively manage the Findencial Products and Appende purchase for internal stateholders at UCOm beginning July 1, 2022. UCOm and Aspecies (no. UMA) of Newington, C1 to exclusively manage the Findencial Product and Corporate Social Reponsibility and Human Rights standards.     Software     External     External     External     External     External     Software       Training: Workshiely Resources	0.00 USD E P F A
3	There are 3 types of documents in HuskyBuy associated with guest travel reimbursements. The reimbursement starts as a <b>Requisition</b> that you, the initiator, puts into HuskyBuy. Once it is approved by the accounts' fiscal officer(s), it turns into a <b>Purchase Order</b> . An <b>Invoice</b> 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 <b>related</b> <b>documents</b> on the requisition. From there, you can click on the links to the invoice and the purchase order to access these docs.	HUSKYBLY       LOON       At •       Seeth,AMG         Requisition • 1557/015 •       Image: Connect 3 in Attorney 9 Hatoy       Image: Connect 3 in Attorney 9 Hatoy         Emmary Connect 3 in Attorney 9 Hatoy       Shippin ·       Image: Connect 3 in Attorney 9 Hatoy       Image: Connect 3 in Attorney 9 Hatoy         Emmary Connect 3 in Attorney 9 Hatoy       Shippin ·       Image: Connect 3 in Attorney 9 Hatoy       Image: Connect 4 Hatoy       Image: Connec 4 Hatoy       Image: Connect 4 Ha	Completed Completed

	Requisition Approval:		Purchase Order Approval:	
	What's next?	~	What's next?	~
Workflow Approval Process:	Workflow	Ľ 🖶	Workflow Status	<ul> <li>Completed</li> </ul>
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.	Submitted 7/5/2022 3:00 PM Matthew Ferraro Start - Parallel Steps		Workflow Submitted 7/7/2022 9:28 AM Matthew Ferraro	2 🖶
For a <b>Requisition (REQ)</b> , the workflow is:	Send ERP Validation Request		Completed	•••
If on a non-grant account: Requisition (REQ) created $\rightarrow$ Fiscal Officer (FO) approval $\rightarrow$ Grante Durchase Order (RO)	Wait for ERP Validation		Auto Invoice Completed	
If on a grant account: Requisition (REQ) created $\rightarrow$	End - Parallel Steps		7/7/2022 9:29 AM	
Fiscal Officer (FO) approval → Sponsored Programs (SPS) approval →	Approved Alexander Byron		What's next?	~
Create Purchase Order (PO)	Spons Research CG Approval		Workflow	C 🖶
For a <b>Purchase Order (PO)</b> , the workflow is automatic. The PO automatically becomes an invoice (INV) through this process.	Start - Parallel Steps		7/7/2022 9:29 AM Matthew Ferraro	
For an <b>Invoice (INV)</b> , the workflow is:	Send ERP Validation Request 2 Completed		AP Review Approved Madison Geerlof	•••
Invoice (INV) created from PO $ ightarrow$ Accounts Payable/Travel (AP) approval $ ightarrow$	Wait for ERP Validation 2 Approved		OK to Pay Completed	
INV approved and paid out to the traveler	End - Parallel Steps		Auto-Close-PO Completed	
	Create PO Completed		Completed 7/12/2022 11:35 AM	

# **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:

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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.

HUSKTB									All 👻 S	Search (Alt+Q)		0.00 USD 🗮	V
Invoice	• 844950 •												≣ ⊛
Summa	ny Matching S	Supplier Messages Comments 2	Attachments 10 History										
Genera	al		· Addresses		Note/Atta	chments			··· •			Complete	
Invoice	Type In	nvoice	Remit To		External No	te	Info: Ferraro, Matthe	w 860-486-4357		Carlo Franci	sco Adajar		
Pay Sta	itus P	aid	Carlo Francisco Adajar		Internal Not	te	no value			Supplier Invo	lice No.		Adajaru
Invoice	Number 8	44950	105 College Station Rd. Building C 111 A		Special Han	ndling /	no value			Total (647.6	6 USD)		
Supplie	er Invoice No. A	dajar060522	Athens, Georgia 30605		Enclosures	Туре	no falac			Terms Discou	unt		
Supplie	r Name	IND New Carlo Francisco Adaiar	United States Email cea03864@uga.edu		Special Han Enclosures	ndling / Detail	no value			Discount			
			Phone 1-706-4610557-							A&E Tax			
	уу	mm/dd/yyyy											
< >	Page 1	mm/dd/yyyy of 2 1-20 of 26 Result	S										20 Pe
< > Line No	Page 1 Date/Time ↓	of 2 1-20 of 26 Result: User Step(s)	s Action	Field Name	From	То		No	ote				20 Pe
< > Line No	Page 1 Date/Time ↓ 7/14/2022 7:01:37 PM	mm/dd/yyyy of 2 1-20 of 26 Result: User Step(s) System	s Action Modified	Field Name External Note	From empty	To Info: Ferra 4357	aro, Matthew 84	No 50-486-	ote				20 Pe
< > Line No	Page 1 Date/Time ↓ 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM	mm/dd/yyyy of 2 1-20 of 26 Result: User Step(s) System System	S Action Modified Modified	Field Name External Note Payment Method	From empty Unknown	To Info: Ferra 4357 Check	aro, Matthew 84	No 50-486- Payr	ote ment	Metl	hod		20 Pe
< > Line No	Page 1 Date/Time ↓ 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM	mm/dd/yyyy of 2 1-20 of 26 Result: User Step(s) System System System	s Action Modified Modified Modified	Field Name External Note Payment Method Disbursement Date	From empty Unknown empty	To Info: Ferra 4357 Check 7/14/202	aro, Matthew 84	No 50-486- Payr Disb	ote ment purser	Metl	hod : Date	2	20 Pe
< > Line No	Page 1 Date/Time ↓ 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM	mm/dd/yyyy of 2 1-20 of 26 Result: User Step(s) System System System System System	s Action Modified Modified Modified Modified Modified Modified	Field Name External Note Payment Method Disbursement Date Disbursement No.	From empty Unknown empty empty	To Info: Ferra 4357 Check 7/14/202 1222008	aro, Matthew 8/	No 50-486- I Payr I Disb	nent ourser	Metl ment	hod : Date	2	20 Pe
< > Line No	Page 1 Date/Time ↓ 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM 7/14/2022 7:01:37 PM	mm/dd/yyyy of 2 1-20 of 26 Result: User Step(s) System System System System System	s Action Modified Modified Modified Modified Modified Modified Modified Modified	Field Name External Note Payment Method Disbursement Date Disbursement No. Pay Status	From empty constraints of the second	To Info: Ferra 4357 Check 7/14/202 1222008 Paid	aro, Matthew 8 2 2 4	No 50-486- I Payr I Disb	ment purser Statu:	Metl ment s	hod : Date	2	20 Pe