Topic: How to get reimbursed in a jiffy: Direct Pay Request & Other Reimbursements

- ABA’s goal is to guide the Campus Community in complying with the policies and procedures for reimbursements, as well as understanding the Hospitality guidelines to ensure that only appropriate expenditures are being incurred and reimbursed.

- Top reasons why your reimbursement is not paid within two weeks.

<table>
<thead>
<tr>
<th>Direct Pay Request (DPR)</th>
<th>Employee Purchase &amp; Service Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ No Vendor Data Payee Record</td>
<td>No Vendor Data Payee Record</td>
</tr>
<tr>
<td>✓ Reimbursement not allowed on DPR</td>
<td>Requisition is not converted to PO</td>
</tr>
<tr>
<td>✓ Missing receipts and attendees listing</td>
<td>Missing receipts and attendees listing</td>
</tr>
<tr>
<td>✓ Information on form is incorrect or missing</td>
<td>No invoice for reimbursement, just copy of req.</td>
</tr>
<tr>
<td>✓ Employee or approval signatures missing</td>
<td>Employee or approval signatures missing</td>
</tr>
</tbody>
</table>

- Please see detailed instructions regarding direct payment requests, policies, procedures, Hospitality guidelines (see over), and required forms can be found at: [http://www.csus.edu/acpy](http://www.csus.edu/acpy).

- Before any reimbursement can be paid, the following steps must be completed.

  ✓ Any vendor not on the vendor file must have a completed Vendor Data Payee Form (204) submitted to the Accounts Payable Department
  ✓ Reimbursement must be allowable via the Direct Pay Request process (see over)
  ✓ All receipts must be attached
  ✓ All pertinent information about the reimbursement must be written on the DPR form or invoice
  ✓ The reimbursement has the correct approval signatures, other than the person being reimbursed

- Getting paid in a jiffy for your reimbursement. Reimbursements will be paid within two weeks if the request is complete when submitted to Accounts Payable. A completed reimbursement consists of the following:

  ✓ Completed Vendor Data Payee (204 Form), if not already on vendor file
  ✓ Vendor look up query on CMS (SAC8ALL_VENDOR_LOOKUP)
  ✓ All receipts attached
  ✓ Pertinent information written on DPR or invoice
  ✓ Signature of individual being reimbursed
  ✓ Approval signatures on DPR or invoice

More questions?? Call Accounts Payable at ext 8-6476 for more help. Also CMS training tools available at [http://www.csus.edu/acpy](http://www.csus.edu/acpy)
**HOSPITALITY GUIDELINES MATRIX**

<table>
<thead>
<tr>
<th>TYPE OF EXPENSE</th>
<th>GENERAL FUND</th>
<th>SPECIAL FUND</th>
<th>AUXILIARY ORGANIZATION FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Beverages [other than alcoholic] Meetings attended only by University employees</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Food and Beverages [other than alcoholic] Meetings attended by University guests</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Alcohol and Tobacco</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Gifts</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Awards</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Promotional Items</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Travel</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**DIRECT PAY REQUEST MATRIX**

- Accreditation
- Books/Publications NO PRINTING
- Voyager Card
- Guest Lecturer/Honorarium
- Game Officials
- Interview Expenses
- Uniform Stipend
- Student Grants/Stipends
- Recruitments Costs-Athletics Only
- Event Fee
- Membership/Dues/Subscriptions-Pro Card
- Campus Community Relations

- For Internal Use Only***

***Chancellor’s Office Invoices
***Utilities
***University Postage Meter

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*Financial Services*
One of the Administrative and Business Services Families
Associate Vice President’s Office · Budget Planning & Administration · University Controller · Accounting Services · Cash Management & Investments · Financial Reporting · University Accounts Payable · University Bursar · Cashier’s Office · Financial Aid Disbursements · Student Loans & Collections · Student Financial Services Center · University Accounts Receivable