



*Business Matters at Sac State*  
October 28, 2005

***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.**

**Direct Pay Request (DPR)**

- ✓ No Vendor Data Payee Record )
- ✓ Reimbursement not allowed on DPR
- ✓ Missing receipts and attendees listing
- ✓ Information on form is incorrect or missing
- ✓ Employee or approval signatures missing

**Employee Purchase & Service Orders**

- No Vendor Data Payee Record
- Requisition is not converted to PO
- Missing receipts and attendees listing
- No invoice for reimbursement, just copy of req.
- Employee or approval signatures missing

- **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>.
- **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>

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## HOSPITALITY GUIDELINES MATRIX

TYPE OF EXPENSE	GENERAL FUND	SPECIAL FUND	AUXILIARY ORGANIZATION FUND
Food and Beverages [other than alcoholic] Meetings attended only by University employees	No	Yes	Yes
Food and Beverages [other than alcoholic] Meetings attended by University guests	Yes	Yes	Yes
Alcohol and Tobacco	No	Yes	Yes
Gifts	No	Yes	Yes
Awards	No	Yes	Yes
Promotional Items	Yes	Yes	Yes
Travel	Yes	Yes	Yes

## DIRECT PAY REQUEST MATRIX

<input type="checkbox"/> Accreditation <input type="checkbox"/> Books/Publications NO PRINTING <input type="checkbox"/> Voyager Card <input type="checkbox"/> Guest Lecturer/Honorarium <input type="checkbox"/> Game Officials <input type="checkbox"/> Interview Expenses  <input type="checkbox"/> For Internal Use Only***  ***Chancellor's Office Invoices ***Utilities ***University Postage Meter	<input type="checkbox"/> Uniform Stipend <input type="checkbox"/> Student Grants/Stipends <input type="checkbox"/> Recruitments Costs-Athletics Only <input type="checkbox"/> Event Fee <input type="checkbox"/> Membership/Dues/Subscriptions-Pro Card <input type="checkbox"/> Campus Community Relations
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