



### Disbursement Voucher (DV) Checklist

Please submit the completed Disbursement Voucher Reimbursement Checklist to Procurement Analyst (Maggie Davis) within **5 business days** of the event to ensure timely processing of your reimbursement.

**Payee Name:**

**Vendor:**

All Payees must be on-boarded onto KFS

**Purchase Date:**

**Item Purchased:**

**Reason for Purchase:**

**How Expense Benefited Project:**

#### Original Receipt(s)

Need to show proof of payment (shows last four digits of credit card).  
Photocopies are not accepted by BioSci Dean's office.  
Please tape four corners of the original receipts securely on paper.

#### Awardee and/or Gift Recipients List

If applicable, please be sure to include full name(s).

#### IRB Letter

Required for payment to research participants.

**KFS Account**

**Total**

**PI Approval**



## Disbursement Voucher (DV) Reimbursement Guidelines/Workflow

The Disbursement Voucher (DV) is used to reimburse employees, students, non-employees and vendors for expenses incurred while conducting university business. After all approvals are complete, the Disbursement Voucher generates a payment (either by check or ACH) to the payee. To ensure that adequate internal control standards are met, a payment issued to reimburse expenses is delivered directly to the payee. Payments are not delivered to any of the individuals involved in the approval or payment preparation process.

### Important things to keep in mind:

- All Disbursement Voucher reimbursements must be approved by the PI prior to the expense.
- Disbursement Vouchers require supporting documentation. The [Supporting Documentation Guide](#) explains what is required for different types of payments.

### PROCESS:

1. Fill out the Disbursement Voucher (DV) Reimbursement Checklist. Ask your PI to sign it and assign the KFS account number that will cover your expenses.
2. Submit the completed Disbursement Voucher (DV) Reimbursement Checklist and all itemized receipts to your Procurement Analyst, Maggie Davis ([margarrrd@uci.edu](mailto:margarrrd@uci.edu)) via email (preferred method) within **5 business days** of expense to ensure timely processing of your reimbursement. Please note that failure to submit items as outlined in this document may lead to longer processing times.
3. Original and itemized receipts are required for all expenses. All receipts need to show proof of purchase. Tape down all four sides of a receipt on an 8.5x11 sheet of or attach receipts as PDF/photos to your email if sending electronically. Do not staple the documents. White out all personal information such as home address, credit card number, SSN, and employee ID number.

### 4. Required Supporting Documents

EXPENSE TYPE	REASON CODE	SUPPORTING DOCUMENTATION
Honoraria	Disbursement Voucher (DV) with reason code E	<ul style="list-style-type: none"> <li>• <b>A letter of invitation</b> to the individual including the date of the event and amount being offered.</li> <li>• <b>A flyer of the event.</b></li> <li>• <b>For foreign individuals</b> receiving an honoraria the following is required:               <ul style="list-style-type: none"> <li>○ Copy of the Passport</li> <li>○ Completed Glacier Information Form</li> <li>○ Copy of I-94 (front and back)</li> <li>○ Visa Sticker/Stamp (in Passport)</li> <li>○ Certification of Academic Activity Form</li> </ul> </li> <li>• ALL payments under this category require additional approval from the dean or designated approver.</li> </ul>
Membership, Subscriptions, and Dues	Disbursement Voucher (DV) with reason code I	<ul style="list-style-type: none"> <li>• <b>PALCard is the preferred method of payment.</b></li> <li>• <b>For payments to merchants</b>, include an application showing the amount to be paid or an invoice.</li> <li>• <b>For reimbursements to employees</b>, include an application or invoice from the merchant with proof of payment.</li> </ul>
Gifts and Non-Cash Awards	Disbursement Voucher (DV) with reason code U	<ul style="list-style-type: none"> <li>• <b>For reimbursements to employees</b>, include an itemized receipt with proof of payment and recipient name list with full names.</li> </ul>
Payment to Research Participants	Disbursement Voucher (DV) with reason code C	<ul style="list-style-type: none"> <li>• <b>Include a copy of the IRB</b> showing the expiration date and a signed participant acknowledgement / statement form.</li> <li>• If it has been determined an IRB is not required please provide the <b>determination letter</b> that IRB is not required.</li> </ul>

		<ul style="list-style-type: none"> <li>• A completed <b>Certification of Payment to Anonymous Persons form</b> is required to reimburse an <b>employee who has used personal funds</b>.</li> <li>• Please do not include Social Security numbers.</li> <li>• A reimbursement made payable to the employee for the total amount to be reimbursed, should be approved by the PI (if employee is the PI, chair or dean need to approve).</li> </ul>
<b>Registration Fees (Not Travel Related)</b>	Disbursement Voucher (DV) with reason code L	<ul style="list-style-type: none"> <li>• <b>PALCard is the preferred method of payment.</b></li> <li>• <b>For payments to merchants</b>, include an invoice or registration application form.</li> <li>• <b>For reimbursements to employees</b>, include an invoice or an application with proof of payment.</li> </ul>
<b>Supplies and Materials (No Food or Travel)</b>	Disbursement Voucher (DV) with reason code B  NOTE: PALCard or Purchase Order (PO) are the preferred methods of payment	<ul style="list-style-type: none"> <li>• <b>PALCard is the preferred method of payment.</b></li> <li>• <b>For reimbursements to employees</b>, include an itemized receipt or an invoice with proof of payment.</li> <li>• <b>A Payee Certification must be signed</b> by the payee and submitted to scanning with supporting documentation.</li> <li>• A thorough description of the items purchased is required in the notes section for all out of pocket reimbursements.</li> <li>• An explanation of why this purchase was not made through proper purchasing methods and the urgent need for the purchase <b>MUST</b> be included in the Explanation.</li> <li>• For purchases of more than \$500 the document must be adhoc routed to Snehal Bhatt, Director of Purchasing and Risk Services, for approval. Please be sure that all department approvals have gone through before routing. The accounting reviewer will need to adhoc route the document.</li> <li>• Supplies purchased for a specific event need to be processed on an Entertainment Reimbursement document and related to any other ENT documents for that event.</li> </ul>
<b>Fees and Employee Tuition</b>	Disbursement Voucher (DV) with reason code P	<ul style="list-style-type: none"> <li>• <b>For payments to merchants</b>, include an invoice or registration application form.</li> <li>• <b>For reimbursements to employees</b>, include an invoice or an application with proof of payment.</li> <li>• <b>For tuition reimbursement</b>, include an <u><a href="#">employee educational assistance tax determination form</a></u></li> </ul>
<b>Program Sponsorships</b>	Disbursement Voucher (DV) with reason code Q	<ul style="list-style-type: none"> <li>• <b>A letter, email or invoice from the organization</b> requesting UC's support and a description of what UC will be supporting.</li> <li>• <b>Transmittal letter</b> on University or UCI Medical Center letterhead to the vendor must include: <ul style="list-style-type: none"> <li>○ Statement that the contribution/donation is made "on behalf of UC"</li> <li>○ Name and title or occupation of the recipient must be included on the letter</li> <li>○ Business justification describing how UC will benefit from making the contribution/donation</li> <li>○ Amount of sponsorship or donation</li> </ul> </li> <li>• <u><a href="#">Example Transmittal Letter</a></u></li> <li>• <b>Support, Sponsor, or contribute to a specific function</b> - such as a conference or educational/research related study.</li> <li>• <b>Payments must be paid directly to the vendor only</b> (never as an out of pocket reimbursement).</li> <li>• ALL payments under this category require exceptional approval.</li> <li>• Payments under this selection may be tax reportable unless the payee is a corporation.</li> </ul>

5. You will be Required to Log Into KFS and certify your Disbursement Voucher reimbursement. You should get an email from the system when the reimbursement is routed to you for certification (unless you have turned off email notification in which case, you will just need to check your [KFS action list](#)). In some instances, a Host Certification or Non-Employee Host Certification form may be required. Procurement Analyst will request signature as needed.
6. **WORKFLOW:** Please allow up to three weeks of submission to receive your travel reimbursement.
  - NBB Procurement Analyst will initiate Disbursement Voucher Reimbursement into KFS.
  - BioSci Finance Analyst will review and approve.
  - Payee will certify and approve.
  - BioSci Fiscal Officer will review and approve.
  - NBB Department Administrator will review and approve.
  - Travel Accounting will have final review and approval.
  - If exceptional approval needed, will be routed to BioSci Dean.

If you have any questions, please contact NBB Department Procurement Analyst, Maggie Davis ([margarrd@uci.edu](mailto:margarrd@uci.edu)).