

## Helpful Hints for Disbursement Vouchers

### **General**

1. Please make sure backup is complete and legible, both for hard copies and scans. Make sure you can read the scan you attach.
2. The DV description/backup should contain enough information that an unrelated person can understand what is being paid.
3. Reimbursements for mileage require a printout from MapQuest, or any other computer map program, that shows the # of miles.
4. Foreign currency reimbursements should be converted using Oanda.com (sell rate) or XE.com.
5. A disbursement voucher (DV) is not considered received by the Business Office until it has completed the entire approval process **AND** the Business Office has received the scanned or hard copies of the DV cover sheet and the backup. Initiating a DV does not complete it. DVs must have the required approvals in Kuali to be completed. Please check the Route Log tab and also check the Future Action Requests to see the path of approvals.
6. Please check your actual Action List on the Kuali main page (<https://kfs-prd.haverford.edu/kfs-prd/portal.do>) a few times a week (or everyday if your workload warrants) in case you missed an email requesting an approval.

### **DV Payment Information**

1. Check Vendor to make sure correct remittance address is in the system. If not, please send new address to Irene Atsatos to be added to the Vendor file. The check is mailed to the remittance address you choose, so please make sure to select the correct address.
2. Please complete the Check Stub Text box. This field is a required field in Kuali and your DV will not be able to be processed without its completion. The information entered into this text box shows on the check stub so that the vendor understands what the check is for when they receive payment and can then properly process it. Include identifying information in this field such as Haverford's account number with the vendor or a short description of the items purchased. Do not put an \* in this field.
3. Do not change the Due Date. This date is system-generated and should not be overwritten in order to allow the system to process properly. If it is changed, it will hinder the check reconciliation process.
4. Please ensure that you complete the Other Considerations, if an attachment is to be mailed with the check when it is sent to the vendor.
5. When entering the invoice number, if there is no invoice number on the vendor's invoice or you are submitting an employee reimbursement, use the first day of travel, the date the service/good was received, the date of a letter/quote, or something associated with the bill you are trying to pay. Do not put an \* in this field as it prints on the check stub as well.

