

Processing Reimbursements in Kualu with a “Disbursement Voucher Quick Expense (DVQE)” document for travel and non-travel expenses

This is a step-by-step guide for reimbursement DVQEs. The system will not submit incomplete DVQEs and will alert you to missing items. Once you submit a DVQE, it will be routed to a member of the business office and will be reviewed for accuracy. If you “get stuck” while processing, feel free to contact Maricela Rodgriguez or Regina Gongoll by phone or email. They will advise you. Please remember to always click “Add” after each entry and save the document continuously to avoid data loss. You can process DVQEs for both personal reimbursements – when a person paid with his or her own credit card – or travel card reimbursements. A travel card training will follow soon.

To get started:

1. Log into Kualu: <http://fbs.usc.edu/depts/kualu> . You will be directed to the Financial Main Menu Tab. On the left-hand side of the page, you will find the **Transactions** box.
2. Go to the **Purchasing /Accounts Payable** section, and click on DVQE Reimbursement (Travel & Non-Travel) to begin your reimbursement.

- [Benefit Expense Transfer](#)
- [Payroll Expense Transfer](#)

Purchasing/Accounts Payable

- [Bulk Receiving](#)
- [Disbursement Voucher \(Check Request\)](#)
- [DVQE Reimbursement \(Travel & Non-Travel\)](#)
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Endowment


The DVQE document is sectioned into tabs that group common expenses for ease of processing.

Depending on the type of reimbursement you are processing, travel or non-travel, you will find these DVQE sections in the form:

- Document Overview

- Report
- Reimbursement information
- Incidental / Meetings
- Transportation
- Package
- Personal Vehicle
- Lodging and Meals
- ATM Fees/Pre-Trip/Advances/Non-USC Funding
- Goods and Services (Non-Travel)
- Summary
- Accounting Lines
- Deferral/Period 13
- Contact Information
- Check Pickup
- Tax
- US Bank Wire Transfers
- Foreign Wire Transfer
- Pre-Disbursement Processor Status
- General Ledger Pending Entries
- Notes and Attachments
- Ad Hoc Recipients
- Route Log

Not all sections will have to be populated for all DVQEs, but here is a section-by-section guide to where you need to enter information:

- **Document Overview** – No action needed
- **Report** – Click on the  to print out a report **after** the DVQE is submitted
- **Reimbursement Information** - enter Payment Information

a) Go to Payee ID, and click on the magnifying glass

Payment Information ?	
* Payment Reason Code:	B - Reimbursement
* Payee ID:	<input type="text" value=""/>
Payee Type:	<input type="text" value=""/>
* Address 1:	<input type="text" value=""/>
* City:	<input type="text" value=""/>
Country:	<input type="text" value=""/>
* Payment Method:	P - Check/ACH ↓
Payment Type:	Is this a foreign payee: No
	Is this payee an employee: No
	Payee has ACH setup: No

You will be directed to a Payee Lookup page

b) Search for your Payee by First/Last Name or any of the additional fields provided.

Payee Lookup

* Payment Reason Code: B - Reimbursement

Tax Number:

Employee/Student First Name:

Employee/Student Last Name:

Vendor Name:

DBA Name:

Employee ID:

Vendor #:

Principal ID:

Vendor Type:

Phone Number:

Address 1:

State:

Contract: Yes No Both

Commodity Code:

Supplier Diversity:

Active ACH:

Active?: Yes No Both

After you search for your payee, a list of Payees will populate.

2 items found. Please refine your search criteria to narrow down your search.

2 items retrieved, displaying all items.

Return Value	Payee Name	DBA Name	Payee Type	Address
return value	Robinson, Sara		E	3715 MCCLINTOCK AVE., L
return value	Robinson, Sara		S	USC Financial Aid Office, L

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

c) Click on Return Value next to your Payee's name to choose the Payee.

- If the payee doesn't have ACH (electronic fund transfer or direct deposit), the address information will remain blank and you have to input a (non-campus) address. Typically, that address will be a home address for the person expecting to be reimbursed. USC does not mail checks to campus addresses. You can request to pick-up the check at the USC Departments of Business Services located in University Gardens Building - 3500 South Figueroa Street | UGB 210 | Los Angeles, CA 90089-8015.

d) Under "Travel" or "Non-Travel": Choose Travel if expenses include airfare and hotel; choose "Non-Travel" if, for example, you process a reimbursement for office supplies.

e) If applicable, click "Check Enclosure" or Check Pickup & follow the instructions in the pop-up boxes

Payee Residency:	US
* Payee Name:	Robinson, Sara
Address 2:	<input type="text"/>
State:	CA <input type="text"/>
Postal Code:	90089 <input type="text"/>
* Travel or Non-Travel:	Select Trip Type <input type="text"/>
Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Check Pickup

f) Trip Information: Fill out the fields with information about your trip

g) Reimbursement Details: Fill out your Business Purpose.

- **The business purpose must be as detailed as possible.** Include dates, conference/event name, expense type, location, and guest names if applicable (example: Travel to New Orleans, LA for

Gerontological Society of America Conference – 11/1/16 – 11/4/16). The business purpose “lab supplies” is not allowable because it is not specific enough. For example, if you are trying to be reimbursed for copy paper, you must include a purpose. For instance, “copy paper for printer xxx in room #”, or “printer cartridges to complete the project xyz for the conference in San Francisco on Nov. 11, 2017”.

Trip Information		* Destination Country: United States
* Destination(s) City/State:		Foreign Activity:
* Trip Start Date:		* Trip End Date:
* Name of Traveler: Robinson, Sara		* Reimbursement Type: Select Reimbursement Type
Reimbursement Details		
* Business Purpose:		

Incidental/Meetings Tab

- h) Incidental Expenses: Fill in info about incidental expenses such as parking, internet, copies, etc.
- i) Meeting Expenses: Input information about meeting expense such as memberships/registrations. Include meeting type and meeting date

Incidental/Meetings			
Incidental Expenses			
	* Incidental Expense Type	Incidental Expense Type (if Other)	* Expenditure Date
add:	Select Expense Type		
			Incidentals Total:
Meeting Expenses			
	* Meeting Expense Type	Meeting Expense Type (if Other)	* Meeting Date
add:	Select Expense Type		
			Meetings Total:

Transportation Tab

- j) Enter expenses for Airline/Rail Cost, Rental Car, Taxi/Shuttle/Bus/Other. Include vendor information, and comments if needed.

Transportation			
Airline/Rail Costs			
	* Ticketing Vendor	Ticketing Vendor (if Other)	
add:	Select Expense Type		
			Airline/Rail Total:
Rental Car			
	* Carrier	Carrier (if Other)	* Rental Start Date
add:	Select Expense Type		
			Rental Car Total:
Taxi/Shuttle/Bus/Other			
	* Carrier	Carrier (if Other)	* Expenditure Date
add:	Select Expense Type		
			Taxi/Shuttle/Bus/Other Total:

Package Tab – (Travel Packages)

- k) The “package” tab is used when you do not lodging information that shows specific amounts for day rates and taxes for the hotel. If you have a hotel bill that shows the exact rate per night plus the rate for taxes, use the “Lodging and Meals” tab. For packages, include the name of vendor, full package details, departure date, # of nights & rooms, guest’s names, & comments, if needed.

Package					
Package ?					
* Vendor	* Full package details (transport, lodging, meals)	* Departure Date	* # of Nights	* # of Rooms	
* Package Location City and State (or Country)	Names of Guests and Purpose	* Total Amount	Paid on T-Card	Paid with Personal	
		0.00	0.00	0.00	0.00
Package Total:		0.00	0.00	0.00	0.00

Personal Vehicle –Travelers can only claim mileage when using their personal vehicle while on USC business.

- l) Enter information –Departure location, arrival location, date, purpose, miles traveled, business purpose, etc. The reimbursable amount (field) will automatically calculate.
- Trip total mileage can be calculated using a destination map (ex: google map) showing To/From mileage. You need this print out as a receipt for the use of a personal vehicle.

Personal Vehicle										
Personal Vehicle ?										
	* From	* locationTo	* Date	* Purpose	* Mileage	* Per Mile Rate	Amount	T-Card Amount	Personal Amount	Comments
add:						0.5350	0.00	0.00	0.00	
Personal Vehicle Total:							0.00	0.00	0.00	

Lodging and Meals Tab

Reimbursement Method ?	
Select a Method:	<input checked="" type="radio"/> Actual Lodging & Meal Expenses <input type="radio"/> Actual Lodging with Meal Allowance <input type="radio"/> Per Diem
Select one:	Method A - Actual Lodging and Meals ?

- m) Method A (Actual Lodging & Meal Expenses): Enter all information requested under Lodging Actual Expense and Meal Actual Expense. The total amount will auto-calculate.
- n) Meal Actual Expense: Enter information requested for meal expense
- o) Method B (Actual Lodging and Meal Allowance): Enter all information requested under Lodging Actual Expense and Meal Allowance. University Domestic (USA) Daily Meal allowance is already pre-populated. The total amount will auto-calculate. Check University Maximum Rates for Internal Daily Meal Allowance.
- p) Method C (Per Diem): Enter all information requested under Per Diem Lodging and Meals. University Domestic (USA) Daily Per Diem allowance is already pre-populated. The total amount will auto-calculate. Check University Maximum Rates for Internal Daily Per Diem Allowance.
- Names of the persons attending the meal are required if 10 or less attendees. For more than 10 attendees, include the names of people present at the meal. The business purpose must be clearly stated, and **you need itemized meal receipts. A signed credit card receipt is not sufficient.**
- Receipts for all actual lodging and meal expenses claimed will need to be uploaded at the end of the DVQE process.
- Check University Maximum Rates for Domestic meal allowance <https://procurement.usc.edu/payments/reimbursements/maximum-rates/> .
- For International Allowance, check the U.S Department of State website. https://aoprals.state.gov/web920/per_diem.asp . Search for the Country of stay for Meal Allowance. Print this out as well to use as your receipt.
- International currency receipts will need to be converted to USD \$. You can use OANDA Currency Conversion website <https://www.oanda.com/currency/converter/> and include with your receipts a print out of the exchange as proof *OR* you can include any backup documentation such as bank/credit card statement showing the USD \$ charge.



Office of Allowances

Home > Under Secretary for Management > Bureau of Administration > Office of Allowances

Office of Allowances

Foreign Per Diem Rates by Location

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country:

- "All Locations"
- AFGHANISTAN
- ALBANIA
- ALGERIA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ASCENSION ISLAND
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN

Post:

Foreign Per Diem Rates In U.S. Dollars

Country: CHINA
Publication Date: 12/01/2017

Previous Rates: 12/01/2017

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
CHINA	Beijing	01/01	12/31	238	119	377	N/A	03/01/2012
CHINA	Changchun	01/01	12/31	167	100	267	N/A	04/01/2013
CHINA	Chengdu	01/01	12/31	144	83	227	N/A	10/01/2017
CHINA	Chongqing	01/01	12/31	99	83	182	N/A	05/01/2006
CHINA	Dalian	01/01	12/31	166	108	274	N/A	04/01/2013
CHINA	Fuzhou	01/01	12/31	176	122	298	N/A	01/01/2014
CHINA	Guangzhou	01/01	12/31	243	164	407	N/A	03/01/2014
CHINA	Gullin	01/01	12/31	168	100	268	N/A	08/01/2012
CHINA	Haikou	01/01	12/31	176	114	290	N/A	10/01/2017
CHINA	Hangzhou	01/01	12/31	169	124	293	N/A	08/01/2015
CHINA	Harbin	01/01	12/31	187	101	288	N/A	04/01/2013
CHINA	Jinan	01/01	12/31	121	85	206	N/A	10/01/2017
CHINA	Lhasa	01/01	12/31	131	52	183	N/A	11/01/2007
CHINA	Lisbon	01/01	12/31	153	133	286	N/A	07/01/2016

Lodging and Meals

Lodging and Meals

Reimbursement Method Actual Lodging & Meal Expenses Actual Lodging with Meal Allowance Per Diem

Method A - Actual Lodging and Meals

Lodging Type	Lodging Type (If Other)	* Arrival Date	* # of Nights	* # of Rooms	* Nightly Room Rate	* Nightly Taxes
Select Expense Type					0.00	0.00
* Lodging City and State (or Country)	Names of Guests and Purpose	Total Amount	Paid by PO	Paid on T-Card	Paid with Personal	G/U Amount
		0.00	0.00	0.00	0.00	0.00
Lodging Total:		0.00	0.00	0.00	0.00	0.00

Meal Type	* Date of Meal	* # of Diners	Names of Guests and Purpose	* Amount of Claim	Paid on T-Card	Paid with Personal	G/U Amount
Select Expense Type				0.00	0.00	0.00	0.00
Meals Total:				0.00	0.00	0.00	0.00



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Currency I Want:

AMOUNT: I have this much to exchange

AMOUNT: I want to buy something at this price

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ATM Fees/Pre-Trip/Advances/Non-USC Funding Tab

- q) ATM Fees – **For USC Travel Cardholders Only** – Enter cash withdrawal date, method, amount, & local fee.
- r) Pre-Trip Expense Reports: Not used in Gerontology
- s) Cash Advances: Used when Settling a Cash Advance for a Payee. Click on ‘Select a Cash Advance’ to add the advance to be settled.
- t) Non-USC Funding: Not used in Gerontology

- When using university cash funds such as travel card ATM withdrawals and Cash Advance funds, all receipts must be kept and submitted for reconciliation through a DVQE. Any unused funds will need to be returned to the Business Office for deposit and settlement. Check the University website on Cash Advances for restrictions <https://procurement.usc.edu/payments/reimbursements/cash-advances/>

Goods & Services (Non-Travel) Tab

- u) Enter non-travel expense type, date & amount of claim. These expenses include materials and supplies for university business purposes other than travel. Click Add.
- For USC Corporate Card Holders Only – Please check proper use of Procurement Card (Pcard) vs Travel Card. If you are a Pcard holder, materials and supplies should be purchased on your Pcard. <http://procurement.usc.edu/corpcard/using-corporate-cards/>

Goods and Services (Non-Travel) ▼ hide						
Goods and Services (Non-Travel) ?						
	* Non-Travel Expense Type	* Non-Travel Expense Date	* Amount of Claim	Paid on T-Card	Paid with Personal	G/U Amount
add:	<input type="text"/>	<input type="text"/>	0.00	0.00	0.00	0.00
Goods and Services (Non-Travel) Total:			0.00	0.00	0.00	0.00

Summary Tab

- v) Populates automatically as DVQE tabs are filled out. Check that amount being reimbursed to either your travel card or Personal are accurate.

Summary ▼ hide			
Summary ?			
	TOTAL	T-Card	Personal
Incidentals	0.00	0.00	0.00
Meetings	0.00	0.00	0.00
Airline/Rail	0.00	0.00	0.00
Rental Car	0.00	0.00	0.00
Taxi/Shuttle/Bus/Etc	0.00	0.00	0.00
Package	0.00	0.00	0.00
Personal Vehicle	0.00	0.00	0.00
Lodging	0.00	0.00	0.00
Meals Actual	0.00	0.00	0.00
Meal Allowance	0.00	0.00	0.00
Per Diem	0.00	0.00	0.00
Goods and Services (Non Travel)	0.00	0.00	0.00
Total of Itemized Expenses	\$0.00	\$0.00	\$0.00
ATM Fees	0.00	0.00	0.00
Total Expense Report	\$0.00	\$0.00	\$0.00
Non USC Funding	0.00	0.00	0.00
Purchase Orders	0.00		
Total Reimbursable Amount	\$0.00	\$0.00	\$0.00
Cash Advances	0.00		0.00
Cash Advances Applied	0.00		0.00
Amount of Cash Advance Repaid to USC	0.00		0.00
Amount Reimbursed	0.00	0.00	0.00
Government Allowable	\$0.00		
Government Unallowable	\$0.00		

Accounting Lines Tab

- w) Select "SC," enter your 10-digit account #, object code, amount to allocate to account, and line description (optional). You can allocate up to 100 account #'s.
- Line Description is optional. However, if you prefer a specific description to show up on your account financial transaction list, enter a brief summary description of your reimbursement (up to 40 characters' maximum). Example: S.Robinson – Trvl to GSA 11/1. Otherwise, the standard document description will show up. Example: Last Name, First Name-DVQE-

Accounting Lines ▼ hide									
Accounting Lines ? hide detail									
Source	* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	SC	<input type="text"/>		<input type="text"/>				0.00	<input type="button" value="add"/>
Line Description									

Contact Information Tab

- x) Automatically populates with information of the person processing the DVQE in Kualu.

Check Pickup Tab

- y) Used when you select to pick up a check. See notes above on **Reimbursement Information**. Select a pickup location (HSC/UPC), enter a phone number. This is the phone number you will provide at USC Departments of Business Services when you pick up the check.

U.S. Bank Wire Transfer Tab

- z) Used when you select Wire payment method. Fill out the following sections:
- Bank Information: Routing #, bank name and address.

- Beneficiary Information: Beneficiary name, account number and a reference.
- Note that domestic wire transfers are NOT permitted and are processed solely at the discretion of Disbursement Control.

US Bank Wire Transfer	
US Bank Wire Transfer	
If you have selected the payment method of wire transfer, please be aware that there will be a \$0.00 wire transfer fee charged to the department.	
Bank Information 23	
* Routing No.(ABA RT):	* Bank Name:
* Bank Address 1:	Bank Address 2:
* City:	* State:
* Zip:	
Beneficiary Information (Person/Entity Receiving Funds)	
* Beneficiary Name:	* Beneficiary Account No.:
Reference(160 characters max):	
Intermediary Bank Information	
Bank Name:	ABA.No/SWIFT:
Account Number:	

Foreign Wire Transfer Tab

- aa) Used when you select Wire payment method. Fill out the following sections:
- Wire Information: wire amount, currency (wire and non-USD) and converted amount.
 - Bank Information: Bank name & address, Swift code, bank code, beneficiary IBAN# and account #
 - Beneficiary Information: Beneficiary name, and address, contact name, phone, email address, reference.
 - Intermediary Information: Bank name, ABA#/SWIFT, Account #
- You can use OANDA Currency Conversion website <https://www.oanda.com/currency/converter/> and include a print out of the exchange as proof the converted rate.

Foreign Wire Transfer	
Foreign Wire Transfer	
If you have selected the payment method of wire transfer, please be aware that there will be a \$0.00 wire transfer fee charged to the department.	
Wire Information	
* Wire Amount:	* Wire Currency: Foreign Currency \$
Currency (if not USD):	Converted Amount:
Bank Information	
* Bank Name:	* Bank Address 1:
Bank Address 2:	* City:
State/Province:	* Zip/Postal Code:
* Country:	Bank Code:
* SwiftCode:	
Either an IBAN # OR a Beneficiary Account No. MUST be selected. Click here for a list of countries which require IBAN #	
Beneficiary IBAN #:	Beneficiary Account No.:
Beneficiary Information	
* Beneficiary Name:	* Beneficiary Address 1:
Beneficiary Address 2:	* City:
State/Province:	* Zip/Postal Code:
* Country:	Phone No.:
Beneficiary Contact Name:	
Email Address:	
* Reference(160 characters max):	
Intermediary Bank Information	
Bank Name:	ABA.No/SWIFT:
Account Number:	

Pre-Disbursement Processor (PDP) Status Tab

- bb) This tab will automatically populate with PDP information about the status of your reimbursement payment such as PDP Extraction date (disbursement control review date) and PDP Paid Date (Payment Date)

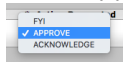
Pre-Disbursement Processor Status	
Disbursement Voucher Pre-Disbursement Processor Status	
Pre-Disbursement Processor Status:	Pre-Extraction
PDP Extraction Date:	
PDP Paid Date:	
PDP Cancellation Date:	

General Ledger Pending Entries Tab – No action required. Displays information from Accounting Lines Tab.


Notes and Attachments Tab

- cc) Includes a Note Text and Attached File box. Enter notes about the reimbursement or the type of file being attached. Choose your file saved on your computer to attach. Click Add. Preferred file to attach is PDF. Jpg and Word also accepted.
- Upload all your receipts and supporting documentation related to your reimbursement claim. Make sure receipts include payment method used and billing information (example: Visa ****1234). Bank statement may not be used in lieu of receipt. Please fill out a missing-receipt-declaration form <https://procurement.usc.edu/payments/reimbursements/receipts/>
 - **For USC Travel Card Holders** – Upload a statement of your travel card charges. The Business Office reviews travel card statements for accurate reconciliation of charges.

Ad Hoc Recipients Tab

- dd) Used when specific individuals or groups in Kuali need to be added to the reimbursement for approval or review. They will be added to the Route Log of the DVQE. Select the Action Requested , enter User ID or Group ID (use the magnifying glass to search if needed). Click Add.

Route Log Tab

- ee) Displays detail information about the DVQE creation and workflow such as Actions Taken, Pending Action Requests, and Future Action Requests.
- ff) Future Action Requests: Click on  to display all pending actions

Functionality Buttons: Once you have entered all the necessary information for your DVQE, click Submit.

For detailed information, please visit these sites before you start a DVQE:

-Reimbursement Process and Policy: <http://procurement.usc.edu/payments/reimbursements/>

-DVQE Training: <https://procurement.usc.edu/training/dvqe/>

-Maximum Rates: Please check university maximum rates for allowable reimbursements and with your supervisor for grant or program maximum rates

<https://procurement.usc.edu/payments/reimbursements/maximum-rates/>

-Miscellaneous Expense Restrictions: Please check university restrictions on miscellaneous travel and non-travel expenses that are not permitted using university funds

<https://procurement.usc.edu/payments/reimbursements/misc-expense-restrictions/>