USC Dornsife Business Office
DVQE / Domestic Travel Reimbursements Frequently Asked Questions:

1. **When should I use the DVQE form in Kuali? What about the DV form?**

Please use a DVQE to issue reimbursement requests, travel card settlements, and advance settlements only. Use the DV form for honorarium payments, cash advances and other forms of payment.

For more information: [http://procurement.usc.edu/payments/reimbursements/](http://procurement.usc.edu/payments/reimbursements/)

2. **What constitutes an acceptable business purpose?**

Every reimbursement request must include a business purpose. Business purposes should include *what was done, where (if travel, or if applicable), when and why*. For example:

- **Reimbursement for travel expenses to Austin, TX to present research at the Society for the Study of Evolution Annual Meeting. 6/17/16 – 6/21/16**
- **Reimbursement for lab supplies for antibodies scientific lab research. 7/12/16**

For transactions benefitting more than 1 individual (i.e. meals), the business purpose must include:

- 10 people or less: names of participating individuals
- More than 10 people: the approximate number of people

For more information: [https://policy.usc.edu/expense-business-purpose-and-approvals-expenditures/](https://policy.usc.edu/expense-business-purpose-and-approvals-expenditures/)

3. **Are receipts always required?**

Submitting receipts for all amounts is strongly encouraged. They are required when:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Under $75</th>
<th>Over $75</th>
</tr>
</thead>
<tbody>
<tr>
<td>“12 or 22” account type</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>“5” account type</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Hotel Transactions</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

More information regarding receipts and what they should include can be found here: [https://procurement.usc.edu/payments/reimbursements/receipts/](https://procurement.usc.edu/payments/reimbursements/receipts/)

NOTE: If a receipt is missing this information, a bank statement showing the charge may be used as proof of payment. However, bank statements cannot be submitted in lieu of receipts. If paid via check, a copy of the canceled check can be submitted.

4. **Where can I find a list of the University’s Maximum Rates (domestic per diem, mileage rate, etc.)?**

The list can be found here: [https://procurement.usc.edu/payments/reimbursements/maximum-rates/](https://procurement.usc.edu/payments/reimbursements/maximum-rates/)
5. When is a Missing Receipt Declaration (MRD) Form required?

A “MRD” form is needed in the rare occasion that a receipt is lost or misplaced and when indicated on the form. All MRD forms require a business purpose.


6. How do I distinguish between a Travel Card expense and an out-of-pocket, personal expense?

The DVQE form in Kuali is used to issue both personal reimbursements and travel card settlements. To distinguish between them, please enter the transaction amount in the appropriate fields:

<table>
<thead>
<tr>
<th>* Amount of Claim</th>
<th>Paid on T-Card</th>
<th>Paid with Personal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.53</td>
<td>0.00</td>
<td>2.53</td>
</tr>
<tr>
<td>13.78</td>
<td>13.78</td>
<td>0.00</td>
</tr>
<tr>
<td>2.96</td>
<td>0.00</td>
<td>2.96</td>
</tr>
</tbody>
</table>

Enter amount under “Paid with personal” if personal funds used
Enter amount under “Paid on T-Card” if Travel Card used

7. What if a late payment fee is charged to my Travel Card? When should I submit to avoid late fees?

Late fees are not reimbursable and are the responsibility of the cardholder. Late fees are issued at 60 days past due. Travel card settlements should be submitted at most 45 days after the expense is incurred to allow adequate time for DVQE approvals and for payment to post. It is recommended to settle balances on a monthly basis.

For more information: http://policy.usc.edu/travel-card/

8. When does alcohol need to be identified and labeled as government unallowable “G/U”?

For all items to be reimbursed that are considered “government unallowable” (i.e. alcoholic beverages, contributions, gifts, etc.), the amount must be identified and segregated regardless of the account type.

<table>
<thead>
<tr>
<th>* Amount of Claim</th>
<th>Paid on T-Card</th>
<th>Paid with Personal</th>
<th>G/U Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>238.00</td>
<td>0.00</td>
<td>238.00</td>
<td>14.00</td>
</tr>
</tbody>
</table>

Enter the G/U portion of the cost in “G/U Amount” field

For more information: https://policy.usc.edu/sponsored-project-funded-expense-provisions-expenditures/

9. Where can I go to reference the university’s policies when it comes to travel?

For an overview of university policies regarding travel, please see:

https://policy.usc.edu/travel-expenditures/
http://businessservices.usc.edu/travel/