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

Please use a DVQE for:
- reimbursement requests
- travel card settlements
- settlements of cash advances

Use the DV form for:
- honorarium payments
- initiation of cash advances
- check requests
- wires 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 more information: [https://policy.usc.edu/expense-business-purpose-and-approvals-expenditures/](https://policy.usc.edu/expense-business-purpose-and-approvals-expenditures/)

3. When do I need to provide names?

For transactions benefitting more than one individual, the following information is required in the comments section of that expense. It is also encouraged when providing a name to include their title and/or affiliation, if known:

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

For gift cards:
- Names of all individuals receiving gift cards

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

4. Are receipts always required?

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

<table>
<thead>
<tr>
<th></th>
<th>Under $75</th>
<th>$75 &amp; Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>“12 or 22” account type</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>“5” account type</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hotel Transactions</td>
<td>Yes</td>
<td>Yes</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/credit card statement showing the charge may be used as proof of payment. However, bank/credit card statements cannot be submitted in lieu of receipts and are not considered a valid receipt for expenses over $75. If paid via check, a copy of the cancelled check can be submitted. Please be sure to redact all account information on checks and bank/credit card statements before submitting.

5. **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/)

6. **How should I attach my receipts in the DVQE?**

   The best way to attach receipts in the DVQE is in the same order that they are input into the DVQE fields. Sequential order by date is also extremely helpful. This allows efficient double-checking by the initiator as well as all subsequent reviewers. Whenever possible having all receipts attached as a single file with multiple pages is preferred as opposed to many files containing a single receipt on a single page.

   For Example: If you have multiple meal receipts that flow over three pages, enter each meal expense in date order on a page before entering meal expenses from another page. Please make sure when you are attaching the supporting documentation, the pages are together in the order that they are entered in the eDoc.

   **NOTE:** Please do not use a highlighter on receipts or place tape over any printed information because they cause the thermal ink on the receipt to disappear.

7. **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 table below. Please note: All MRD forms require a business purpose.

<table>
<thead>
<tr>
<th>Form of Payment</th>
<th>On: CU and Gifts (12 &amp; 22’s)</th>
<th>On: Sponsored Project Accounts (5x)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Requisitions</td>
<td>All amounts (SBO needs to approve edoc if $15 or more)</td>
<td>All amounts (SBO needs to approve edoc if $15 or more)</td>
</tr>
<tr>
<td>Travel card / Personal funds / Cash advances / Petty cash (replenishment)</td>
<td>All hotel transactions (SBO needs to approve edoc for all amounts)</td>
<td>All amounts (SBO needs to approve edoc if $15 or more)</td>
</tr>
<tr>
<td></td>
<td>Single expenses of $75 or more (SBO needs to approve edoc if over $100)</td>
<td></td>
</tr>
</tbody>
</table>

   The form can be found here: [http://chan.usc.edu/images/uploads/Missing_Receipt_Declaration.pdf](http://chan.usc.edu/images/uploads/Missing_Receipt_Declaration.pdf)

8. **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**
NOTE: It is critical that only USC Travel Card charges are entered under the “Paid on T-Card” column. Do not combine with personal credit card charges here. Personal credit card and cash charges are entered under the “Paid with Personal” column.

9. 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 assessed 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. Cardholders with recurring late fee charges may have their cards revoked.

For more information: [http://policy.usc.edu/travel-card/](http://policy.usc.edu/travel-card/)

10. 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/](https://policy.usc.edu/sponsored-project-funded-expense-provisions-expenditures/)

11. 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/](https://policy.usc.edu/travel-expenditures/)
[http://businessservices.usc.edu/travel/](http://businessservices.usc.edu/travel/)

*Note: some links will need to be copied and pasted and will require Shibboleth login.*