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Overview

An Employee/Student Reimbursement Voucher is for reimbursing university-related expenses paid out of pocket by an employee or student. Before purchasing, check with the department administrative analyst and review Finance and Business Services' [Employee/Student Reimbursements](#) to ensure the expense is eligible. **Do not use** this process for travel reimbursements; follow the [Travel Reimbursement](#) process instead.


Not all employees have access to creating an Employee/Student Reimbursement. This module is available to an administrative analyst (Requester) who has completed the [required finance training](#). The analyst will enter the voucher on behalf of the employee/student in the Financial Transaction Services (FTS) system. It will be routed for review and approval by the department Approving Official. Once the voucher is approved, the data moves to the Common Finance System (CFS) for Payment Services to process.

This guide will demonstrate how to create, submit, and approve an Employee/Student Reimbursement Voucher in the FTS.

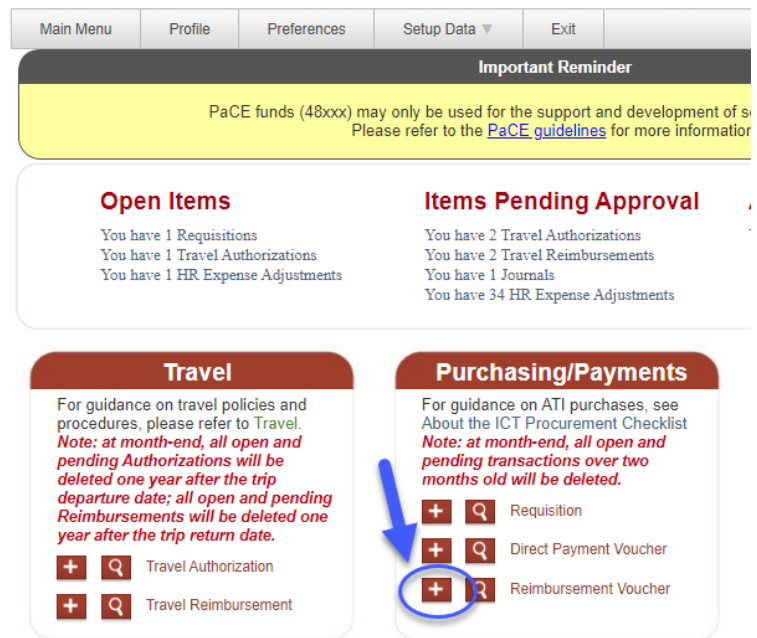
Login to FTS

Visit one.sjsu.edu to log into FTS using SJSUOne credentials.

Create an Employee/Student Reimbursement Voucher

1. In the Main Menu, click the  to create a new Reimbursement Voucher.

Financial Transactions Services



Main Menu Profile Preferences Setup Data ▾ Exit

Important Reminder

PaCE funds (48xxx) may only be used for the support and development of s
Please refer to the [PaCE guidelines](#) for more informatior

Open Items

You have 1 Requisitions
You have 1 Travel Authorizations
You have 1 HR Expense Adjustments

Items Pending Approval

You have 2 Travel Authorizations
You have 2 Travel Reimbursements
You have 1 Journals
You have 34 HR Expense Adjustments

Travel

For guidance on travel policies and procedures, please refer to Travel.
Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

+ Q Travel Authorization
+ Q Travel Reimbursement

Purchasing/Payments

For guidance on ATI purchases, see About the ICT Procurement Checklist
Note: at month-end, all open and pending transactions over two months old will be deleted.

+ Q Requisition
+ Q Direct Payment Voucher
+ Q Reimbursement Voucher

The Employee/Student Reimbursement Voucher displays.

The Employee/Student Reimbursement Voucher page has five areas:

- Header Information
- Employee / Student Information
- Contact Information
- Invoice Information
- Chartfields

Note: Fields preceded by an asterisk indicate required fields.

Employee/Student Reimbursement Voucher

Header Information

* Denotes a required field

Status **New**

Voucher No. New

Date 9/3/2024

Header Comments:

Employee/Student Information

* Name

Address

[Need to update this address?](#)

Contact Information

* Contact Name

* Phone

A valid phone number:
5 digit format : xxxxx or xxxxxx
10 digit format : xxxxxxxxxx or xxx-xxx-xxxx

Invoice Information

* Description

* Invoice No.

* Invoice Date

* Invoice Total

Chartfields

| Dist # | * Account | * Fund | * DeptID | Program | Class | Project | Amount | |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------|--|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | <input type="button" value="▲"/> <input type="button" value="+"/> <input type="button" value="▼"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |

Header Information

- **Status:** It starts as 'New,' but it will change during the process.
 - **Voucher No.:** It starts as 'New,' but a number will be assigned by FTS when voucher is saved.
 - **Date:** The creation date.
2. **Header Comments:** Use this field to enter reimbursement details or instructions for Payment Services.

Header Information

* Denotes a required field

Status **New**

Voucher No. New

Date 9/3/2024

Header Comments:

The reimbursement is for office supplies used at the Student Welcome Orientation held on 8/25/24. We did not have enough pens for the event so the employee purchased more.

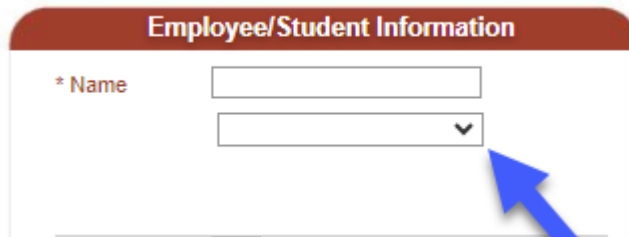
Employee/Student Information

Important: Turn off pop-up blocker in web browser.

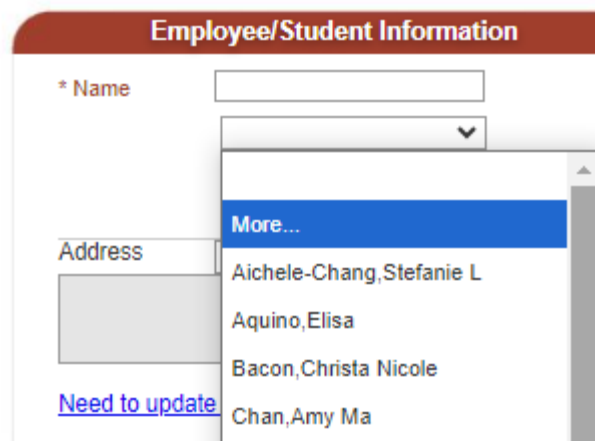
3. Select the individual to be reimbursed by clicking the down arrow under the **Name** field to display the drop down menu.

4. Select the employee/student name from the drop down menu or if desired name does not exist, then select **More**.

Note: All active employees will be in the FTS database to select, but not all students are.



The screenshot shows the top portion of a web form titled "Employee/Student Information". It features a red header bar with the title in white. Below the header, there is a label "* Name" followed by a text input field. Directly beneath the input field is a dropdown menu with a small downward-pointing arrow on its right side. A blue arrow from the right points to this dropdown arrow.



This screenshot shows the same form as above, but with the dropdown menu open. The menu is a white box with a grey border and a vertical scrollbar on the right. At the top of the menu is a blue bar with the text "More...". Below this bar, several names are listed: "Aichele-Chang,Stefanie L", "Aquino,Elisa", "Bacon,Christa Nicole", and "Chan,Amy Ma". To the left of the dropdown menu, the "Address" field is visible, and below it is a blue hyperlink that says "Need to update".

- If **More** is select, the User Preferences window will open.
- In the **Criteria** field, enter either the name or Employee/Student ID number.

Tip! For accurate results, we recommend entering the ID number. However if the name is entered, then we recommend entering in the format: last name, comma, and first initial (ex: Leung,T or Leung,Thao; no space).

- Click **Search**.
- In the results, select the name by clicking one of the buttons below:



Select for one-time use.



Select to add to the drop down menu for future use.

User Preferences

Field : Employee/Student Criteria : Leung,t Search

| Select | Name | ID |
|---|-----------------|-----|
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> + | Leung,Thao Minh | 003 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> + | Leung,Ting Hei | 015 |

Pages: 1 of 1 No. of Items: 20 Items 1 to 2 of 2 First Prev Next Last

User Preferences

Field : Employee/Student Criteria : Leung,t Search

| Select | Name | ID |
|---|-----------------|----|
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> + | Leung,Thao Minh | 0 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> + | Leung,Ting Hei | 0 |

Pages: 1 of 1 No. of Items: 20 Items 1 to 2 of 2 First Prev Next Last

Not all students will be in the in the Employee/Student database to select. Students listed in the system are those SJSU has previously paid. If student does not exist, then send an email to vendor-requests@sjsu.edu and include the following information:

- Student name
- Student ID
- Mailing address
- Reason for the reimbursement
- Reimbursement total.

The voucher cannot be completed until the student is added to the database. The Requester will get an email from Vendor-Requests once this is done.

Name selected.

The Employee/Student ID and name will populate in the **Name** fields.

The address for individual will populate in the **Address** field. The employee/student may have more than one address on file, so click the down arrow to view and select the appropriate address.

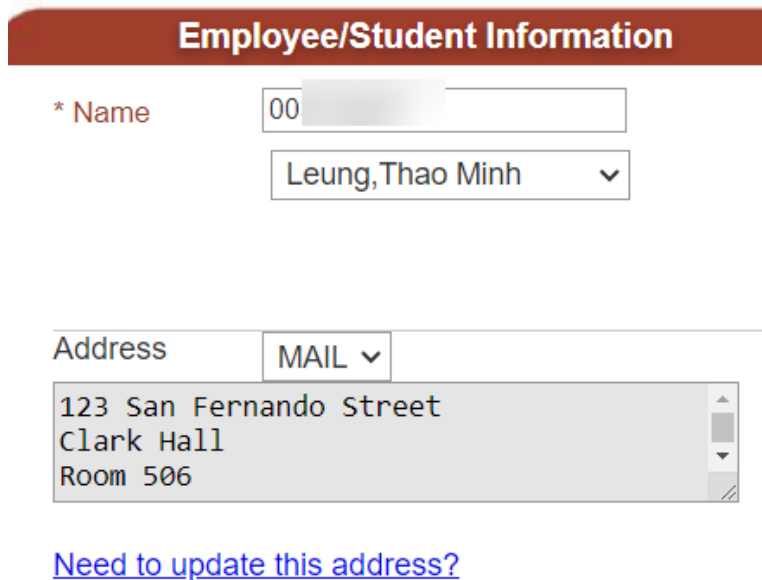
If the address is not correct, then click the **Need to update this address?** hyperlink for instructions on how to correct it.

Contact Information

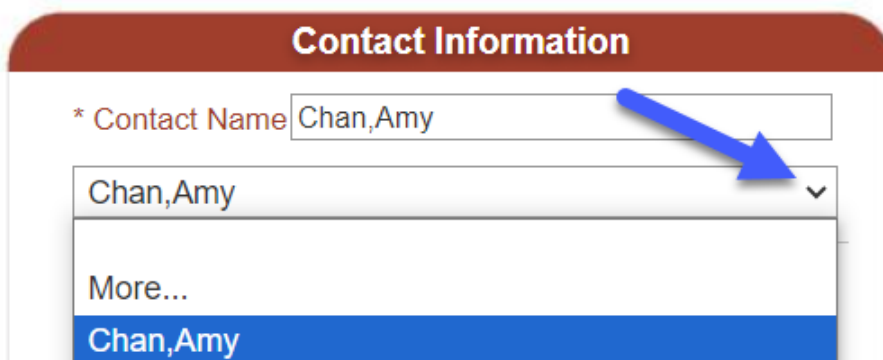
Only individuals who have access to create or approve vouchers will be listed in the **Contact Name** database.

Payment Services will contact this person if there are any questions about the voucher.

9. Click the down arrow in the **Contact Name** field or go to **More** to search and select name.



The screenshot shows the 'Employee/Student Information' form. At the top, there is a red header with the text 'Employee/Student Information'. Below the header, there is a field for '* Name' with a text input containing '00' and a dropdown menu showing 'Leung, Thao Minh'. Below this, there is an 'Address' field with a dropdown menu showing 'MAIL'. Below the dropdown, there is a text area containing the address: '123 San Fernando Street', 'Clark Hall', and 'Room 506'. Below the address field, there is a blue hyperlink that says 'Need to update this address?'.



The screenshot shows the 'Contact Information' form. At the top, there is a red header with the text 'Contact Information'. Below the header, there is a field for '* Contact Name' with a text input containing 'Chan, Amy'. Below the text input, there is a dropdown menu showing 'Chan, Amy' and a blue arrow pointing to the down arrow. Below the dropdown, there is a 'More...' link and a blue bar containing 'Chan, Amy'.

Name selected.

10. Enter phone number in the accepted format.

Contact Information

* Contact Name

* Phone

A valid phone number:
5 digit format : xxxxx or x-xxxx
10 digit format : xxxxxxxxxxxx or xxx-xxx-xxxx

Invoice Information

For Personal Reimbursements, The employee can combine multiple purchases, but the grand total of the claim cannot be greater than \$1,000.

Invoice Information

* Description

* Invoice No.

* Invoice Date

* Invoice Total

11. In the **Description** field, click the down arrow to select the description in the drop down menu.

For reimbursements, select **Personal Reimbursements**.

The other descriptions are reserved for departments such as University Personnel, UPD, and Finance & Business Services use.

* Description

- CENTRAL FINANCE CHECK
- ERefund Correction
- LEGAL SETTLEMENTS
- PARKING/CITATION REFUND
- PAYROLL SPECIAL CHECK
- PERSONAL REIMBURSEMENTS
- PETTY CASH DEPT. FUND REIMB.
- STUDENT DEPOSITS
- UPD POST TRAINING

12. Enter the values in the following fields:


- **Invoice No.:** We recommend the invoice number be first four letters of the employee's last name and date of purchase or current date. Example: LEUN82424 or LEUN08.24.24.

However, a department can assign their own internal invoice number.

- **Invoice Date:** The date can be date of purchase or current date.
- **Invoice Total:** For a Personal Reimbursements, the total cannot be greater than \$1,000.

There is no limit for the other Description types.

Chartfields

13. Click  to display the drop down menus in each field.

| Invoice Information | | |
|--|--------------------------|---------------------------|
| * Description PERSONAL REIMBURSEMENTS | | |
| * Invoice No. LEUN08242024 | * Invoice Date 9/3/24 | * Invoice Total 100.00 |

| Chartfields | | | | | | | | |
|-------------|-----------|--------|----------|---------|-------|---------|--------|-------|
| Dist # | * Account | * Fund | * DeptID | Program | Class | Project | Amount | |
| 1 | | | | | | | 100.00 | ▼ + - |

| Chartfields | | | | | | | | |
|-------------|-----------|--------|----------|---------|-------|---------|--------|-------|
| Dist # | * Account | * Fund | * DeptID | Program | Class | Project | Amount | |
| 1 | | | | | | | 100.00 | ▲ + - |
| | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | | |

14. In each chartfield field, select a value from the drop down menu or go to **More** to search and select value.

Account, Fund, and DeptID are **required** codes that must be listed in all transactions.

Class, Program and Class are optional codes a department can add with the required codes. Optional codes allow the department to track unique activity.

15. In the **DeptID** field, only the department IDs the Requester can access will appear.

Are there more than one Chartfield string to charge expense to?

Refer to [Split Distribution](#) for instructions.

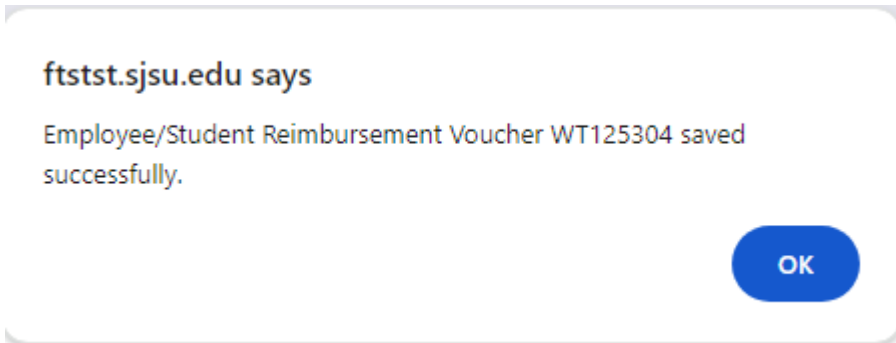
Chartfield entries completed.

16. Click **Save Voucher**.

| Dist # | * Account | * Fund | * DeptID | Program | Class | Project | Amount |
|--------|-----------|--------|----------|---------|-------|---------|--------|
| 1 | 660003 | 70000 | 1606 | | | | 100.00 |

A pop-up message appears to confirm the voucher was saved with FTS Voucher Number (WTxxxxxx) number.

17. Click **OK** to continue.



Header Information – Approver

A new field displays in Header Information.

| Header Information | |
|---|----------------------|
| * Denotes a required field | |
| Status | Open |
| Voucher No. | WT125304 |
| Date | 9/4/2024 |
| * Approver | <input type="text"/> |
| Header Comments: The reimbursement is for office supplies used at the Student Welcome Orientation held on 8/25/24. We did not have enough pens for the event so the employee purchased more. | |

18. In **Approver** field, select the Approving Official from the drop down menu.

The menu will display names of individuals who have access to approve for the DeptID selected in the Chartfields section. Some of the individuals are from the College and Division levels and Finance & Business Services.

It is recommended the Requester select their department's Approving Official such as the Department Chair. If they are not available and the request is urgent, then select the Dean or AVP.

19. Click **Save Voucher** at the bottom of page.

File Upload

Upload support backup documentation for the voucher.

Important! The file name must not contain any characters such as \$, #, and %.

Header Information

* Denotes a required field

| | |
|-------------|----------|
| Status | Open |
| Voucher No. | WT125304 |
| Date | 9/4/2024 |

* Approver

▼

- Amy M A Chan
- Ann Bui
- Maureen Pasag
- Shauna Rios
- Stephanie Reitz

Save Voucher

Submit for Approval



File Upload

* Document Type * Select File

▼

Choose File

No file chosen

+

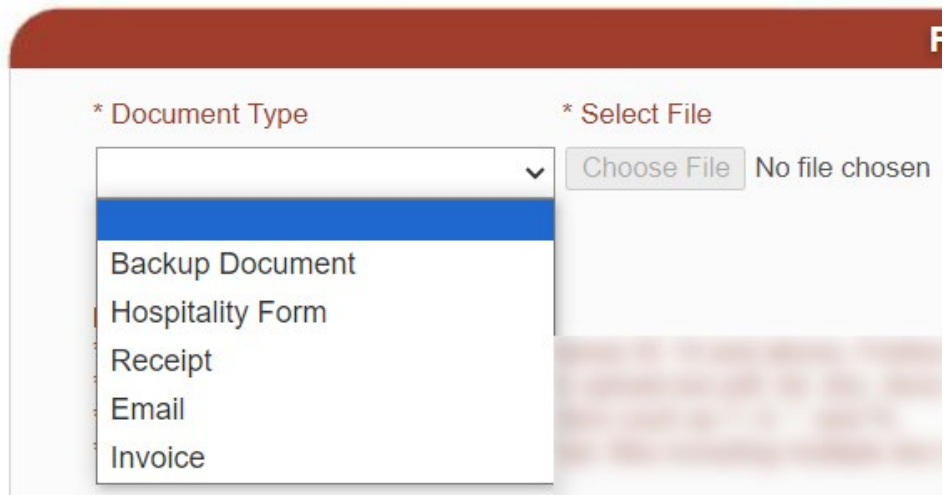
-

Upload Attachment(s)

For File Upload:


- * The upload functionality works in browser IE 10 and above, Firefox and Chrome.
- * Accepted most common file types for upload are pdf, txt, doc, docx, xls,lsx, jpg, jpeg, gif, png and bmp.
- * The file name cannot contain characters such as ?, #, *, and %.
- * Separating files by doc type is optional; files including multiple doc types is allowed.

20. Select the document description in the Document Type drop down menu.

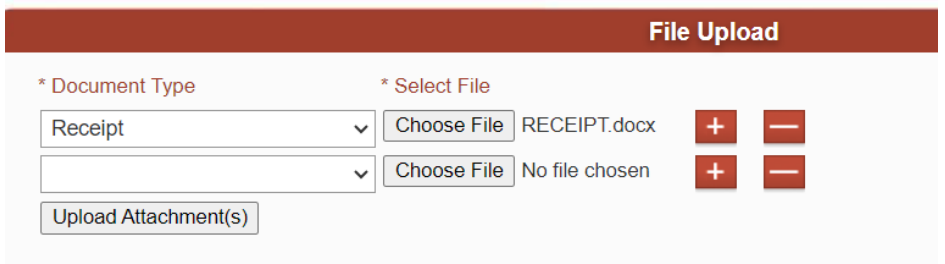


A screenshot of a web form. On the left, there is a dropdown menu labeled '* Document Type' with a list of options: Backup Document, Hospitality Form, Receipt, Email, and Invoice. The 'Receipt' option is highlighted in blue. On the right, there is a section labeled '* Select File' with a 'Choose File' button and the text 'No file chosen'.

21. Click **Choose File** to select the file from desktop to upload.

22. If needed, click the  to upload the next file.

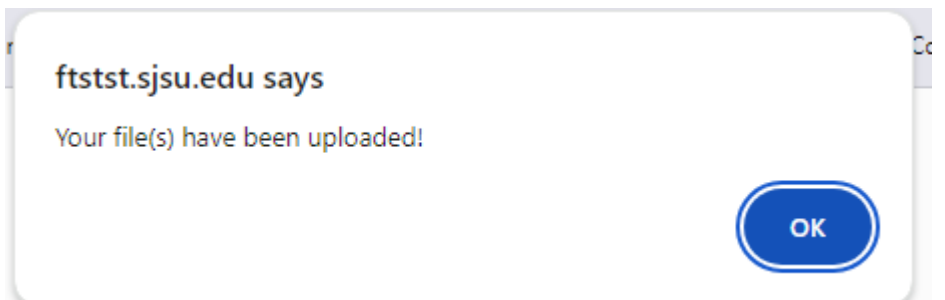
23. Click **Upload Attachment(s)** to finalize the upload.



A screenshot of a web form titled 'File Upload'. It contains two rows of input fields. The first row has a dropdown menu with 'Receipt' selected, a 'Choose File' button, and the text 'RECEIPT.docx'. To the right of this row are two red square buttons with white plus and minus signs. The second row has an empty dropdown menu, a 'Choose File' button, and the text 'No file chosen'. Below these rows is a button labeled 'Upload Attachment(s)'.

Pop-up appears to confirm files were uploaded.


24. Click **OK** to continue.



A screenshot of a confirmation pop-up window. The title is 'ftstst.sjsu.edu says'. The main text reads 'Your file(s) have been uploaded!'. At the bottom right, there is a blue rounded rectangular button with the text 'OK'.

Related Files

Links to the files will display at bottom of the page.

Users can open the link to view the document or click  to delete the file and upload again.

Submit or Cancel Voucher

After the voucher is completed, The Requester can **Submit for Approval**. Once it is submitted, the request cannot be edited.

or

Cancel will cancel the reimbursement and the page becomes read-only.

Related Files

-  WT125304_RECEIPT.docx
-  WT125304_39337624- PO 3000048185.pdf

Save Voucher

Submit for Approval

Cancel

Print Voucher

In **Header Information**, the Status will display:

- Action
- Name of person who submitted it and date
- Pending Approval.

If **Submit for Approval** is chosen, an email will be sent to the approver to take action.

Employee/Student Reimbursement Vo

| Header Information | |
|-----------------------------------|---|
| <i>* Denotes a required field</i> | |
| Status: | Submitted by Amy M A Chan on 09/06/2024 Pending Approval |
| Voucher No: | WT125304 |
| CFS Voucher No: | |
| Date: | 9/4/2024 |
| Selected Approver: | Shauna Rios |

Approve an Employee/Student Reimbursement

The selected Approver will receive an email to review and approve the reimbursement in FTS.

The email will list the FTS Voucher ID (WT), who submitted the request, and a link to login to FTS.

1. Click the FTS link to login with SJSUOne credentials.



- In FTS Main Menu, click on **“You have x Vouchers”** under the **Items Pending Approval** section.

Financial Transactions Services


| | | | | |
|-----------|---------|-------------|--------------|------|
| Main Menu | Profile | Preferences | Setup Data ▼ | Exit |
|-----------|---------|-------------|--------------|------|

Important Reminder

PaCE funds (48xxx) may only be used for the support and development o
Please refer to the [PaCE guidelines](#) for more informat

Open Items

You have 1 Requisitions



Items Pending Approval

You have 2 Requisitions
You have 1 Vouchers
You have 1 Travel Authorizations
You have 2 Travel Reimbursements
You have 1 Journals

- Click the FTS **Voucher ID** hyperlink.

Financial Transactions Services

| | | | | |
|-----------|---------|-------------|--------------|------|
| Main Menu | Profile | Preferences | Setup Data ▼ | Exit |
|-----------|---------|-------------|--------------|------|

| Voucher ID | CFS Voucher ID | Entered By | Entered Date | Status |
|--------------------------|----------------|--------------|--------------|------------------|
| WT125304 | | Amy M A Chan | 09/04/2024 | Pending Approval |

In the voucher, the Approver can only:

- review the information.
- reassign voucher to another Approver, if needed.
- View backup documentation.
- upload additional backup.
- Approve or Cancel it.

All other edits will require the Approver to cancel the voucher so that the Requester can submit a new one with the correct information.

4. After reviewing the voucher, select the action **Approve Voucher** or **Cancel**.

Cancel will make the voucher a read-only page; no updates can be made to it.

The action will be recorded in the **Status** section.

In this example, the voucher was approved and the Approver's name and date of action is recorded.

The Requester will be notified that the voucher was approved or cancelled.

Employee/Student Reimbursement Voucher

| Header Information | | Contact Information | |
|-----------------------------------|---|---|---------------------------------------|
| <i>* Denotes a required field</i> | | | |
| Status: | Submitted by Amy M A Chan on 09/06/2024 Pending Approval | | |
| Voucher No: | WT125304 | | |
| CFS Voucher No: | | | |
| Date: | 9/4/2024 | | |
| Selected Approver: | Shauna Rios | | |
| Change Approver: | <input type="text" value="Shauna Rios"/> | | <input type="button" value="Update"/> |
| Comments: | The reimbursement is for office supplies used at the Student Welcome Orientation held on 8/25/24. We did not have enough pens for the event so the employee purchased more. | | |
| | | Requester Amy M A Chan Contact Name Chan,Amy Phone 4-1538 | |
| | | Employee/Student Information Name Leung,Thao Minh Number 003743871 Address 123 San Fernando Street Clark Hall Room 506 San Jose CA 95192 | |

Re


- WT125304_RECEIPT.docx
- WT125304_39337624- PO 3000048185.pdf

Employee/Student Reimbursement

| Header Information | |
|-----------------------------------|--|
| <i>* Denotes a required field</i> | |
| Status: | Submitted by Amy M A Chan on 09/06/2024 Approved by Shauna Rios on 09/13/2024 |

Split Distribution

A split distribution allows the Requester to charge the expense to more than one chartfield string.

1. In Chartfields, click the  to add a new distribution line.

A new distribution line is added.

The values from the first line will populate in the fields for second one.

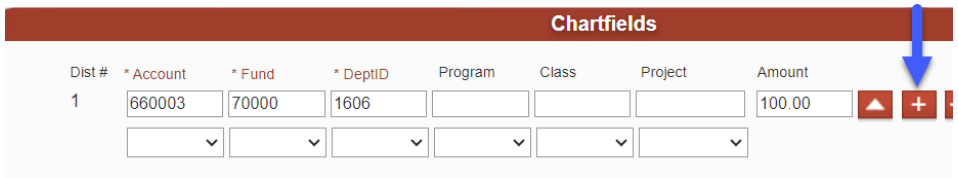
2. Update the values in the second line as needed.
3. Enter the portion to charge in the Amount field.

You may need to adjust the amount in the first line as well.

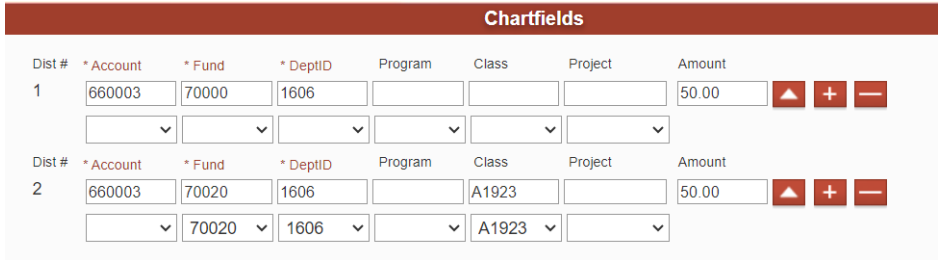
In this example, two different funds and one class code will each be charged 50% of the invoice total. The total distribution amount must match the invoice total.

4. Click **Save Voucher** after entries are completed.

Repeat steps to add next distribution line, if needed.



| Dist # | * Account | * Fund | * DeptID | Program | Class | Project | Amount | | |
|--------|-----------|--------|----------|---------|-------|---------|--------|---|---|
| 1 | 660003 | 70000 | 1606 | | | | 100.00 | ▲ | + |
| | | | | | | | | | |



| Dist # | * Account | * Fund | * DeptID | Program | Class | Project | Amount | | |
|--------|-----------|--------|----------|---------|-------|---------|--------|---|---|
| 1 | 660003 | 70000 | 1606 | | | | 50.00 | ▲ | + |
| | | | | | | | | | |
| 2 | 660003 | 70020 | 1606 | | A1923 | | 50.00 | ▲ | + |
| | | 70020 | 1606 | | A1923 | | | | |

After the Voucher is Approved

Once the voucher is approved, it will be processed overnight and update in CFS. The Status will change to Distributed and a CFS Voucher Number will appear. Keep this number to track payment status. Check the [Payment Status – Reimbursement Voucher](#) tutorial for more details.

Distributed status means the voucher fed to CFS for Payment Services to review and process. It does not mean the employee/student was paid.

Header Information

** Denotes a required field*

Status:

Submitted by Amy M A Chan on 09/06/2024

Approved by Shauna Rios on 09/13/2024

Distributed

Voucher No:

WT125304

CFS Voucher No:

00088616

Date:

9/4/2024

Selected Approver:

Shauna Rios
