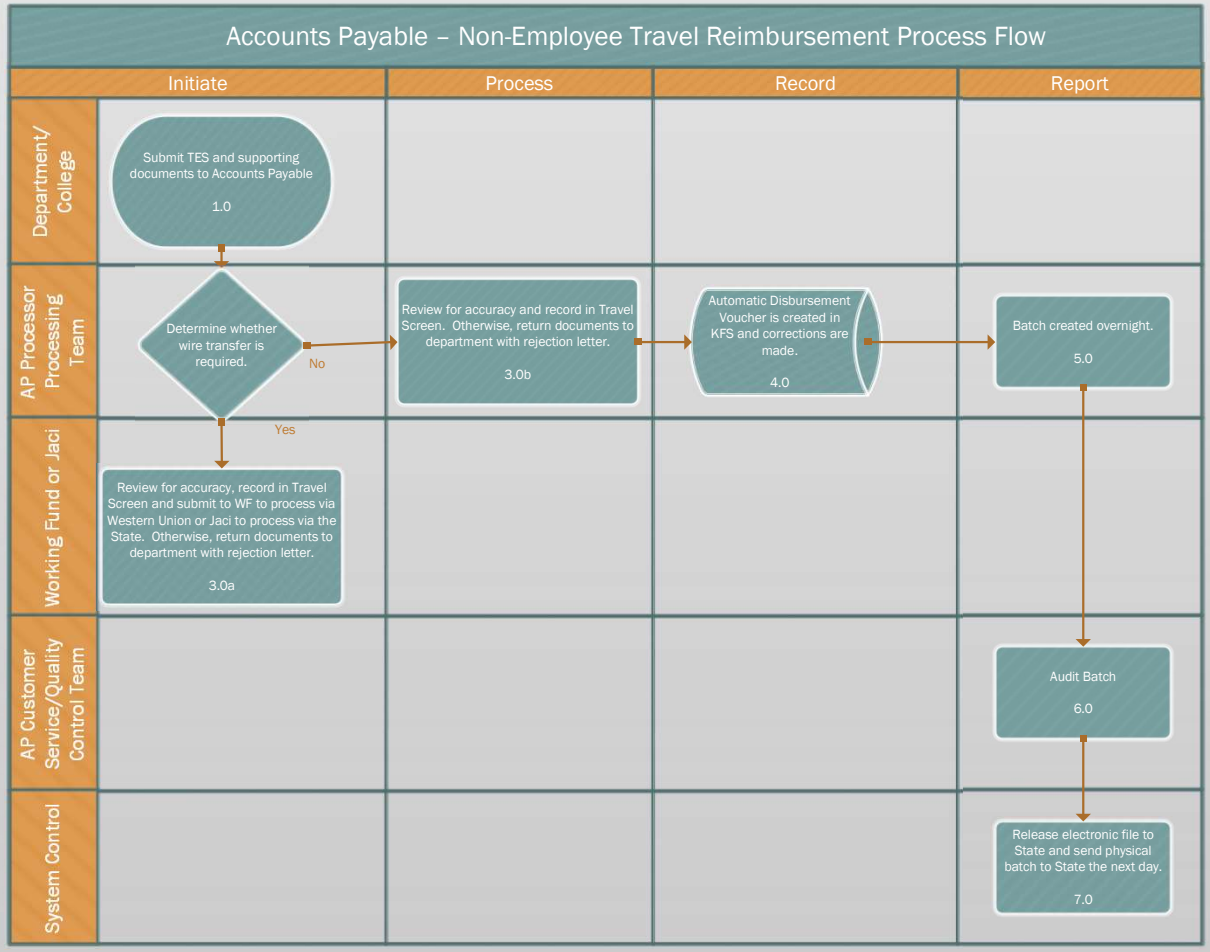
Accounts Payable – Non-Employee Travel Reimbursement Process Flow
Initiate
Process
Record
Report
Department/ College
AP Processor Processing Team
Working Fund or Jaci
AP Customer Service/Quality Control Team
System Control
Submit TES and supporting documents to Accounts Payable
1.0
Determine whether wire transfer is required.
No
Yes
Review for accuracy, record in Travel Screen and submit to WF to process via Western Union or Jaci to process via the State. Otherwise, return documents to department with rejection letter.
3.0a
Review for accuracy and record in Travel Screen. Otherwise, return documents to department with rejection letter.
3.0b
Automatic Disbursement Voucher is created in KFS and corrections are made.
4.0
Batch created overnight.
5.0
Audit Batch
6.0
Release electronic file to State and send physical batch to State the next day.
7.0