

OVPIA – Internal Procedures
NON-EMPLOYEE TRAVEL “ZERO VOUCHERS”
Internal procedures are noted in **RED**.

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Sent: Tuesday, July 30, 2013 10:05 AM
To: Gardiner, Denise Ann

Nonemployee travel DVs that are created for the specific purpose of charging travel expenses to an IU account (the traveler will not be receiving a reimbursement for travel expenses) are referred to as “zero vouchers.” The procedures for zero vouchers are as follows:

- Create a DV in KFS
- Complete the Description field of the DV by entering “Nonemployee travel for [nonemployee traveler’s name]”
- Include the department account number being used to fund the travel expense in the Explanation field (this is helpful to Travel to track down account information if there are any reconciliation issues)
- Save and Close the DV
- The DV number must be used to make prepaid travel arrangements through IU’s prepay programs.
- The tax documentation ([W9](#), [W8BEN](#), etc) will need to be collected from the nonemployee traveler before they complete their work for/with IU.
- The nonemployee traveler must sign the [DV Payee Certification](#) form
- When the nonemployee traveler’s work is completed and it is determined that no reimbursement will be payable to the traveler, the DV that was used to make prepaid travel arrangements will need to be completed with the following information:
 - Payee ID (if the nonemployee traveler is not a current vendor in KFS, a new vendor record will need to be created for the nonemployee)
 - Payment reason code (‘N – Travel Payment for Nonemployee Travel’)
 - Traveler Information entered in the Non-Employee Travel Expense tab
 - Destination information entered in the Non-Employee Travel Expense tab
 - Prepaid travel expenses that were charged to an IU account entered in the Prepaid Expenses area of the Non-Employee Travel Expense Tab
- The signed DV Payee Certification form should be attached to the Note section of the document using the Attachment tool.
- **If the non-employee travel pre-paid expenses are charged to a federal grant account (account numbers 4x-xxx-xx, such as Liberia or Indonesia projects), you *must* attach in the Note section of the DV the e-mail confirmations received from pre-pay vendors. ATTACH: airline ticket receipt, IMU/Grant Street Inn receipt, Classic Touch limo receipt. For the Indonesia project, boarding passes must also be uploaded to Notes to show proof of travel. It is good practice to attach pre-paid receipts even if the travel is not on a federal grant account because that will make it easier to locate the supporting documents in any future audit situation.**
- Save the document
- Cancel the document using the Cancel button on the document.
- **For federal grant accounts (4x-xxx-xx), ad hoc route FYI to Denise. The DV payee certification form does not require fiscal officer or delegate signature, but it may be a good practice to ad**

hoc route FYI to head fiscal delegate in the unit (Denise, Paul Butler or Laura Kremer) even if the pre-paid travel is not on a grant account.

****NOTE: The Accounting Lines information is not added to the document because there is no amount payable to the traveler. The system will not allow a zero amount to be entered so this information is left blank.**

Travel Payment for Nonemployee DVs created for the purpose of charging prepaid travel to an IU account (where there is no reimbursement payable to the traveler) should not be routed. Since all DVs require uploaded documentation before they will route, if a zero voucher is routed, it will sit in the KFS – SYS System User route level awaiting supporting documentation. In order to have the DV cancelled, a note needs to be added to the DV requesting the cancellation and an email sent to the DV team at fmsdvhlp@indiana.edu requesting a SuperUser disapproval.