Person incurs personal expense and seeks reimbursement via a DV or vendor direct payment

Staff reviews original paperwork ➞ Is person a UCONN employee?

- No Citizenship “Backup” information required
- Resident Alien: Copy of green card must be included
- Nonresident Alien: Passport, Visa, and I-94 must be included

DV MUST Include:
- Who is to be paid (the payee)
- Description of expense
- Explanation of business purpose
- Receipts for all expenses (Originals)
- List of attendees (If expense is a meal)
- Check Enclosure (any documents that need to be physically sent with payment)

These must all be scanned and attached to the e-doc

Send to Accounts Payable (U-6080)

For reference: DV Payment Reason codes

Key
- Start of Task
- Regular Faculty Process
- Regular Student Process
- Sub-Process
- End of Task