

CUNYfirst - Travel & Expense Module

Charging Expenses to a Different Business Unit

There are circumstances where an employee's reimbursable business expenses should be charged to a different business unit than the one that represents their "home college". The Travel & Expense module can accommodate these payments and requires that the following steps be followed.

1. Ensure that the employee is a valid expense user in his/her "home college". This must include:
 - The appropriate entries in the Travel & Expense module
 - The correct security role for the employee and supervisor via the T&E security access forms
 - The employee has a valid CUNYfirst vendor ID. If the employee has never been reimbursed before, please follow the procedures from the VMU to add an employee to the CUNYfirst vendor file
2. The "paying business unit" must identify the appropriate chartfield string to which the expenses are to be charged and communicate it to the employee who is seeking the reimbursement in writing. Ensure that there is sufficient budget in this chartfield string so that there will NOT be a budget error when the Expense Report is budget checked.
3. The employee will create an Expense Report and change the default chartfields to the chartfields provided by the "paying business unit". See steps below. If the employee cannot either select or enter the correct GL Business Unit for the "paying business unit" when making this change, then the ASL team at the home college needs to be contacted to assign the primary permission list of 'CUFSDPAPCOCOM' to the user. This will give the user access to multiple business units.
4. Follow the steps outlined in the attachment to change the chartfields provided by the "paying



Changing the default
chartfields on an Expense
Report

5. Once the Expense Report is submitted, it must be approved by employee's supervisor in his/her "home college". The employee should contact his/her supervisor to ensure that the supervisor understands that the Expense Report will be paid by a different business unit. Include the email from the "paying business unit" with the chartfields as part of this communication.
 - In the event that the Expense Report is not already successfully budget checked when it is received by the supervisor, the supervisor should run the budget check prior to approval or wait until the hourly budget check runs.
6. Once the employee's supervisor has approved the Expense Report, it will be routed to the approver in the "paying business unit" for final approval.
7. There are special considerations if the "home business unit" and the "paying business unit" are City/State combinations.

- Senior college is the “paying business unit” and the “home college” is a Community College:
 - The employee must be entered as an employee in the State vendor file. The AP team for the “paying business unit” must submit the data required by the VMU so that the employee can be set up for payment in the vendor file.
- Community college is the “paying business unit” and the “home college” is a Senior College:
 - These payments should be made by the “home college” and a budget transfer done to move the funds from the “paying business unit” to the “home college”.