REQUESTING A PAYMENT

If you selected Prepaid as your Payment Type for your Hotel or Conference Fees follow these additional steps.

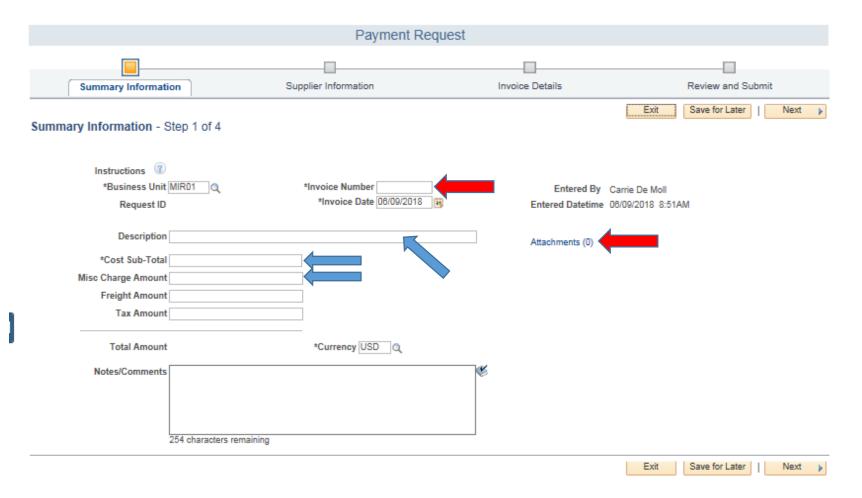
- 1. Check to see if your hotel and/or conference organizer are approved suppliers in PeopleSoft. If you do not have access to Suppliers contact the Business Office x 7401 and the Travel Liasion will check for you.
- 2. If the payee is an approved supplier skip steps 3 & 4.
- 3. If the payee is not an approved supplier, you will need to obtain a current W-9 and Supplier Intake Form from them. Forms are available at the following link: <u>http://www.sdmiramar.edu/facultystaff/faculty-info</u>.
- 4. Once you have the completed forms, return them to the Business Office for processing. You will be notified once the supplier is approved.
- 5. Select Request a Payment. Click the Create button

Finance Dashboard			Payment Request Center	Welcome: Carrie De Moll
Procurement ~	Request Summary	From 03/11/2018 to 06/09/2018 🕎	Recent Messages	
	Display Status	Number of Requests	No Recent Messag	es
Travel & Expense ^				
Travel Authorization				
Expense Report				
Cash Advance				
Request a Payment	Create		Requests	
Travel and Expense Center	Request Entered Dat	letime Invoice Number Supplier ID	Supplier Description Currency	Request Status Business Unit Voucher ID Scheduled to Pay
Manager Self Service V				
Reports V				
L Employee Self Service				
Einance Self Service	_			

NOTE: For PREPAID AIR TRAVEL – You do NOT need to complete a Payment Request. Contact BALBOA TRAVEL once your TA has been approved. Telephone: 800-315-1369 or 858-678-3742. Email: sdcommunitycollege@balboa.com

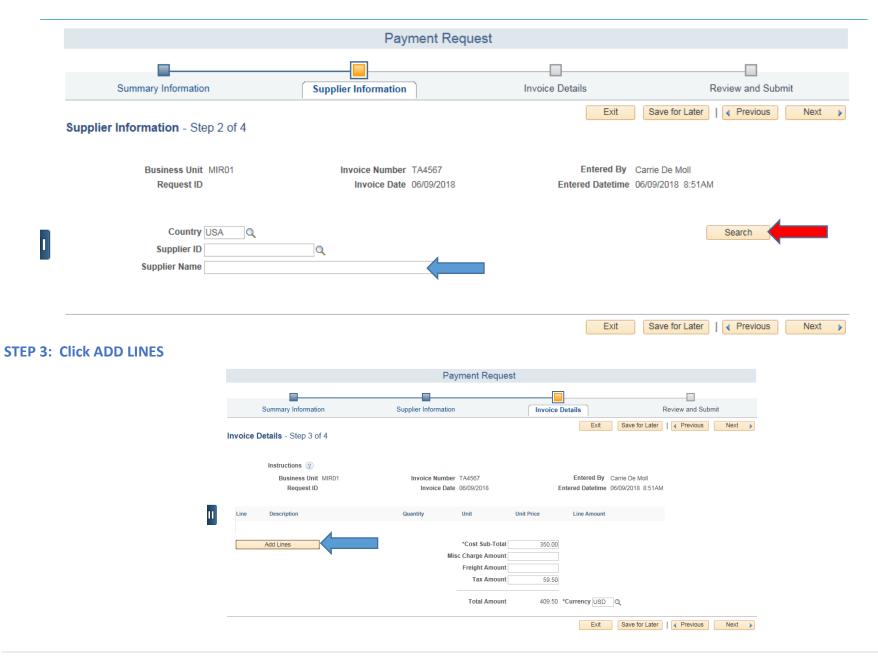
STEP 1: The Invoice Number is to be entered as "TA" followed by the last 4 numbers of your TA. Example: **TA4567** (Do not enter any dashes or spaces). Enter a description (i.e., Hotel/Lodging or Conference Fee) Add an attachment: Upload a document (Reservation/Registration Confirmation) clearly indicating amount to be paid including taxes.

Enter *Cost Sub Total – Amount before tax or other charges listed. Additional charges if any should be entered on the remaining lines. The system will total these for you. Click "Save for Later" and then click next.



STEP 2: SUPPLIER INFORMATION

Enter Supplier's name, and then click Search. If more than one location pops up, select the one that applies to you. Click "Save for Later" and then "Next".



Step 4: UPDATE LINE

Enter description on line 1.

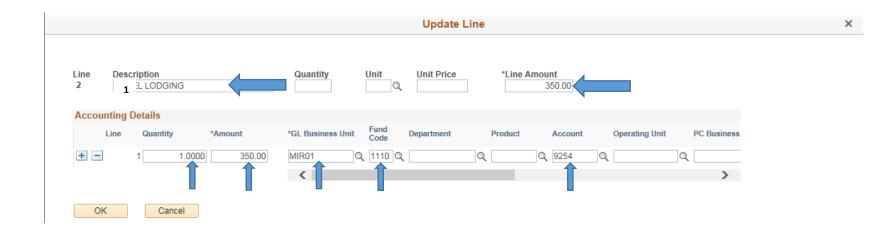
*Line Amount = Total amount of invoice

Accounting Details: enter the Amount and ONLY the GL Business Unit, Fund Code and Account # as follows:

*Quantity: 1 (*Amount – Must match *Line Amount)*

GL Business Unit: MIR01

Fund Code: This # is the fund that your travel will be charged to. This fund # should match the fund # listed on the associated TA. *Account:* Use the account code 9252 for Conference Fee and 9254 for Hotel Fee.



Step 5: REVIEW AND SUBMIT

Review information; make any changes. Click "Save for Later" one last time. This will generate a Payment Request ID number (red arrow). Click submit. From this point it will take approximately 7-10 days for payment to go out to your Hotel or Conference. Follow up before travelling that payments have been received by these suppliers.



NOTE: PAYMENT(S) WILL NOT BE PROCESSED UNTIL AFTER YOUR TA IS APPROVED.