



Disbursement Voucher Payment Form Student Reimbursement (SRM)

The Student Reimbursement (SRM) type is used for non-travel/non-entertainment reimbursements for goods purchased by a student on behalf of the university, under \$500. For reimbursements of \$500 or greater, please submit a vendor request and requisition document.

This is not to be used in lieu of Insurance, Memberships and Dues, Refunds, or Professional Certifications and Licenses. If those other types are more applicable, the student may be required to be setup as a vendor and paid using those payment types.

Note: If the student is not an active employee of the University, enter vendor ID 1000001. This will allow free-form entry of the payee's name and address. Be sure to complete all fields, including Remit to Payee Name.

The following steps should be completed *prior* to submitting your document in Kual:

1. Complete the requested information below
2. Save the completed form as a PDF (or print/scan to PDF)
3. Under the Notes and Attachments tab, attach the PDF version of the completed form to the Kual document, selecting Supporting Documentation as the attachment type.
4. If attachments are to be sent with the payment, be sure to mark the "Attachment with Paper Check" and "Scanned and attached to Kual" options under the Payment Information tab

Requested Information

Kual Document Number
(example: 31527904) _____

Payee Full Name
(example: John Doe) _____

Payment Amount
(example: \$1500.00) \$ _____

Business Reason for
Purchase _____

Questions about Kual? Please contact the FIS Help Desk (fishelp@ucdavis.edu)

Questions about a payable? Please contact the Accounts Payable office (accountspayable@ucdavis.edu)

Form version 05.16.14