Reimbursing a Guest

1. While in your report, click on the name of the report at the top, or go under details- report header to open the report header.

Bank test								Delete Report Submit Report
+ New Expense + Quick Expenses Import Expenses	Receipts * Print / Email *							Hide Exceptions
Exceptions Expense Type Date Amount Exception	Report Report Header							×
Meals 01/21/2015 \$45.76 O Per TAMUS Policy	Totals	ernight stay is required. I	If this is a business meal please adjust t	the expense type selected accordingly.				^
Meals 01/21/2015 \$45.76 Based on your sy	Audit Trail	re the GSA rate entered.	Please edit the Report Header to includ	le the GSA rate before adding any addit	tional expense entries.			
Underfined 01/21/2015 300.23 The entry has on	Approval Flow	e for the entry before yo	u can submit the expense report.					-
Expenses	Comments							Available Receipts
Date * Expense Type Adding New Expense	Cash Advances Available	e		10	adV an antalian annan a stab Marana			
01/21/2015 Meals	Assigned	ew expense, click the ap	ppropriate expense type below or type i	me expense gpe in me neid above. To	ean an existing expense, click the expe-	nse on the left side of the page.		
01/21/2015 Undefined Office Warehouse, College Station,	Allocations Allocations	tly Used Expense	e Types					?
	Travel Allowances New Itinerary	ise Types						
	Available Itineraries	ations	Lodging	Other	Other	Transportation	Transportation	
	Reimbursable Allowances Summary		Hotel	Dues	Services-Other than Travel	Airfare Ticket Tax	Limousine	
	TET THE TET AND A	liteals	Hotel Tax	Educ Books < \$5k	Student Registration	Airline Fees	Mileage Single Engine Aircraft	
	Business	Meal Alashal	Other	Incidentals	Travel Agent Fees	Boat	Mileage Twin Engine Aircraft	
	Meals	mean-Aconor	ATM Cash Withdrawal	Internet	Personal Car - Mileage	Bus/Shuttle	Parking	
	Meals-No	n-Overnight	Bank Fees	Laundry	Personal Car Mileage	Car Rental	Subway	
	Sales Tax	Charged in Error	Conference Registration	Rental of Space	Transportation	Gasoline	Taxi	
					Airfare	Transportation		
						Train		
						Train		

2. Find the FAMIS External VID section at the left bottom of the report header.

Policy *	Destination	n *		Trip Star	t Date *		
Travel ~		test			10/02/2017		
Trip End Date *	Report Da	te		Purpose	& Benefit *		
01/31/2025	10/27/2	2017		test			
Report Id	Report Cu	rrency		Approva	Status	Â	
63B22DE34DAA40138493	US, Do	llar		Sent	Back to Employee		
Payment Status	Policy *		0	System	Vember *	0	
Not Paid	▼ ~	TRAVEL		▼ ~	(02) TEXAS A&M UNIVERSITY		
Department / Sub-Department *	Account *		0	Account	Attributes *	6	
▼ マ (FISC OPS) FMO - ACCOUNTING OPERATIONS	▼ ~	(210410 22000) FMO - ACCOUNTS PAYABLE		▼ ~	(L) LOCAL		
Personal Travel Included?	Departmen	nt Reference Number		Travel C	lassification *		
None Selected V				Emple	oyee-In State	~	
Student Travel Type	Headquart	ters		Auth. Re	quest Encumbrance Release		
None Selected ~		None Selected			Final		
Famis External VID 🚱							
▼ - Search by Text							

3. Click the drop down on the side. You can search by text, code, or either. Click Text.

▼ ~	Search by Text	t	
-			
lext			
Code			
Fithor			

Cancel

Famis External VID 🕜

4. Start Typing the system member the traveler belongs to and then start typing the name of the traveler. Once you see the name of the External Vendor, click on the name, and save. This will ensure the vendor gets reimbursed and not the person whose profile the expense report is under.

Famis External VID 🕜

T ~	02 b	
	02 B CLARK KEVIN PAUL (02198180)	
	02 BA BOCAR (02039099) 02 BAATH GURJINDER SINGH (02201899)	
	02 BABATOPE AYOMIPOSI B (02048357) 02 BABENKA ILONA (00391748)	
	02 BABILA TALI LEA (02242477)	
	02 BABINA TANIA (02096018) 02 BACCEGA BROOKLYN M (02118567)	-

Fanis Extreme VID @
T
V
02 BABATOPE AYOMIPOSI B (02048357)
Cancel Sev