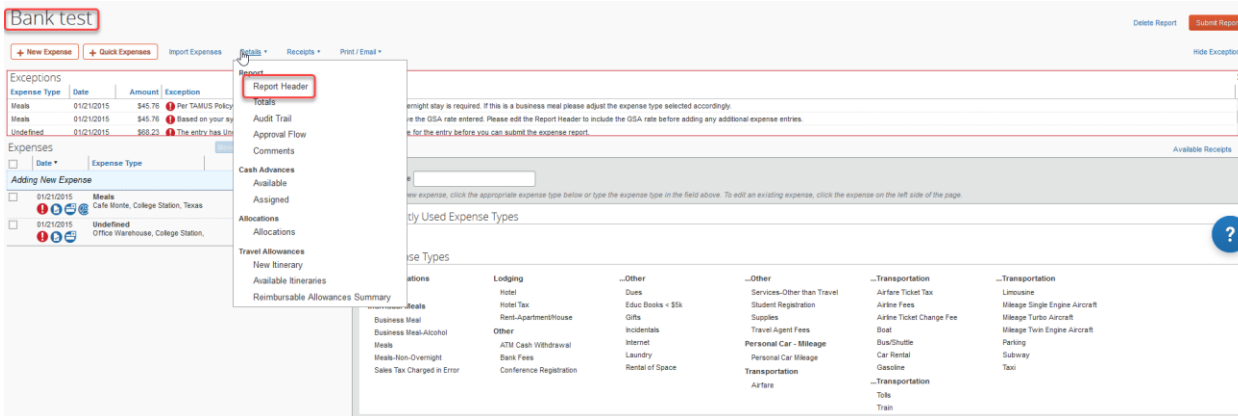


Reimbursing a Guest

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.



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

The screenshot shows the 'FAMIS External VID' section in the FAMIS system. The section is located at the bottom left of the report header and contains a dropdown menu with the text 'Search by Text'. Other sections of the report header include 'Policy', 'Destination', 'Trip Start Date', 'Trip End Date', 'Report Date', 'Purpose & Benefit', 'Report Id', 'Report Currency', 'Approval Status', 'Payment Status', 'Policy', 'System Member', 'Department / Sub-Department', 'Account', 'Account Attributes', 'Personal Travel Included?', 'Department Reference Number', 'Travel Classification', 'Student Travel Type', 'Headquarters', and 'Auth. Request Encumbrance Release'. Each section contains a dropdown menu or a text input field.

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

Famis External VID ?


The screenshot shows the 'Famis External VID' dropdown menu. The menu is open, showing a search input field with the text 'Search by Text'. Below the search field, there are three options: 'Text', 'Code', and 'Either'. The 'Text' option is selected and highlighted in blue.

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 

  02 b

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

Famis External VID 

  02 BABATOPE AYOMIPOS B (02048357)



Cancel 