Reimbursement for Gift Cards and Money Orders Purchased with a Corporate Card

- Initiate an ENT (Entertainment Reimbursement) e-document in KFS.
- **PURPOSE FIELD:** Select “Gift/Award-CorpCard ONLY” from the drop-down menu.

- **EXPENSE TYPE:** Select “GA - Gift/Award CorpCard only” from the drop-down menu.

- **IMPORT** the Corporate Card expense directly into the ENT document.
- **SCAN AND UPLOAD** the following supporting documents:
  - Receipt(s)
  - IRB approval letter showing the expiration date
  - IRB approved protocol (the portion where the payment amount is listed)
  - Certification of Anonymous Persons form
- After the ENT document is approved, it will generate a payment directly to the Corporate Card.