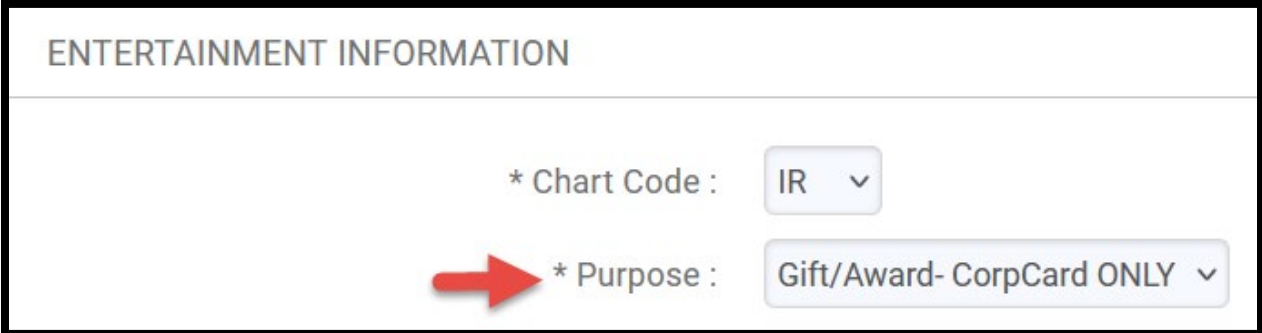


Reimbursement for Gift Cards and Money Orders Purchased with a Corporate Card

Initiate an ENT (Entertainment Reimbursement) e-document in KFS.

- **PURPOSE FIELD** (Entertainment Overview tab):
Select "Gift/Award-CorpCard ONLY" from the drop-down menu.

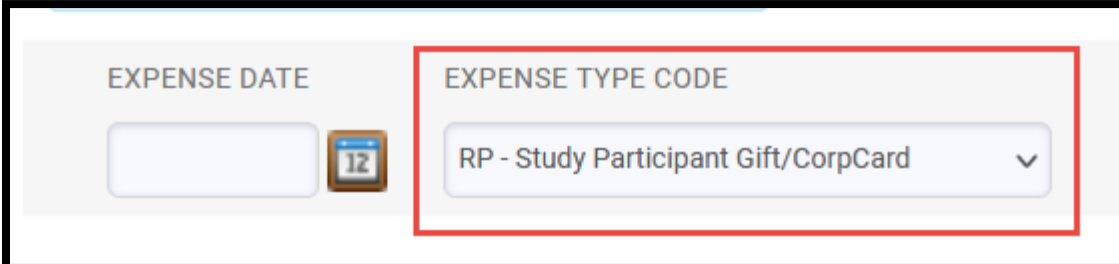


ENTERTAINMENT INFORMATION

* Chart Code : IR

* Purpose : Gift/Award- CorpCard ONLY

- On the Imported Expense Lines, please ensure the correct "Expense Type" code of "**RP-Study Participant Gift/CorpCard**" is selected from the dropdown.



EXPENSE DATE

EXPENSE TYPE CODE

RP - Study Participant Gift/CorpCard

- The OBJECT code in the Accounting Lines would need to then be:
7146 Research Participant

IMPORT the Corporate Card expense directly into the ENT document.

UPLOAD in IMAGE SCANNING TAB the following supporting documents:

- Receipt(s)
- IRB approval letter showing the expiration date
- IRB approved protocol (the portion where the payment amount is listed) and PI signature
- Certification of Anonymous Persons form

After the ENT document is approved, it will generate a payment directly to the Corporate Card.