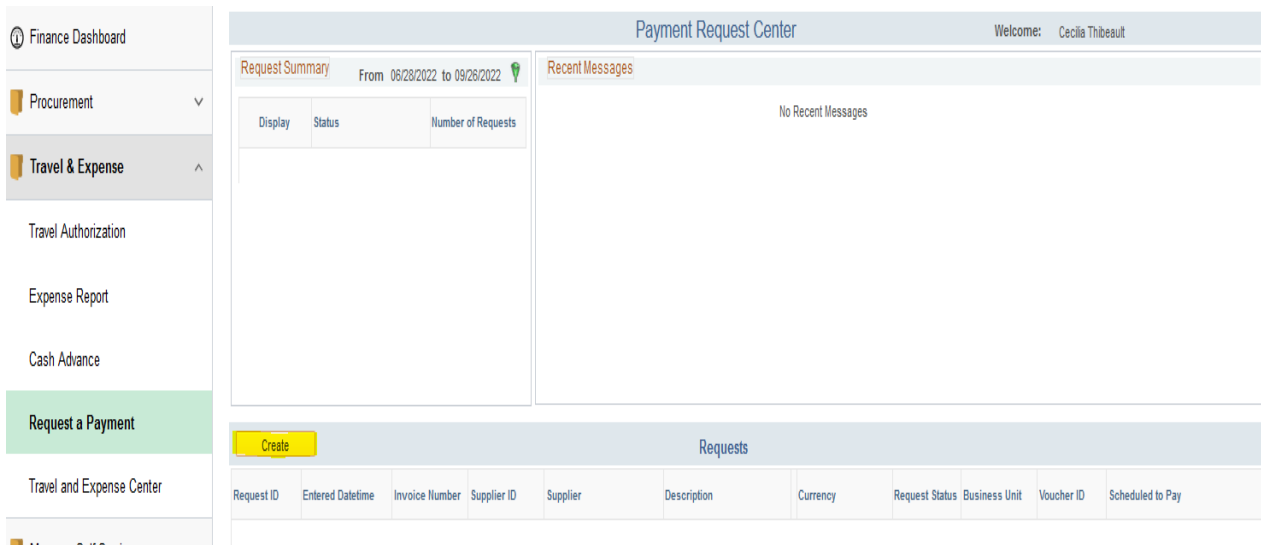


Entering a Payment Request for Travel: Hotel & Registration Fees

If you selected Prepaid as your payment type for your **Hotel** and **Registration** Fees, follow these additional steps.

1. Check to see if Hotel and/or conference organizer are Approved Suppliers in People Soft. If you do not have access to Suppliers, email the name of the vendor and mailing address to remit payment to cthibeau@sdccd.edu and cc Roxann Solis rsolis@sdccd.edu.
2. If the payee is an approved supplier with the correct address on file, skip steps 3 & 4.
3. If the payee is not an approved supplier, you will need to obtain a current Supplier Intake and W9 from them. <https://sdcity.edu/about/leadership/administrative-services/business-forms.aspx>
4. When **you** receive the completed forms, email them to cthibeau@sdccd.edu and the vendor will be set up. Once approved, you will be notified and provided the Supplier ID #.
5. To Enter the Payment Request, go to Finance Dashboard, Travel & Expenses, Request a Payment, Click Create



STEP 1: Make sure the Business Unit is CIT01. If it is not, click the magnifying glass and select CIT01

For the Invoice #, input TAxxxxx(What was generated from people soft), Enter a Description (Conference/Lodging Fee), Add the Attachment of Quote/Invoice for total amount due to vendor.

Enter the subtotal cost & taxes. The system will calculate the total for you.

In the Notes/Comments, enter the Supplier ID#/Address ID and address to be mailed to if the vendor has more than 1 address listed under the Supplier.

Summary Information - Step 1 of 4

Instructions ?

*Business Unit Q

Request ID

*Invoice Number

*Invoice Date B

Entered By Cecilia Thibeault

Entered Datetime 09/26/2022 12:58PM

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount *Currency Q

Notes/Comments

101 characters remaining

Attachments (0)

Exit | Save for Later | Next >

STEP 2: Selecting Supplier Information

Enter the Supplier's name, and then click Search. If there is more than one location, select the one that applies to you. Click Save for later and then click Next.

Supplier Information - Step 2 of 4

Business Unit CIT01
Request ID

Invoice Number TA12345
Invoice Date 09/26/2022

Entered By Cecilia Thibeault
Entered Datetime 09/26/2022 12:58PM

Country

Supplier ID

Supplier Name

Supplier list							Personalize	Find	View All	First	1-9 of 41	Last
Supplier ID	Name	Address	City	State	Country							
0002003987	MARRIOTT					Multiple						
<input type="radio"/>	0003000372	CHRISTINE MARRIOTT	5551 S. UNIVERSITY AVE #3	CHICAGO	IL	USA						
	0003000591	MARRIOTT HOTEL SERVICES INC.				Multiple						
<input type="radio"/>	0003000594	MARRIOTT COURTYARD SPECTRUM	8651 SPECTRUM CENTER BLVD	SAN DIEGO	CA	USA						
<input type="radio"/>	0003000620	MARRIOTT BY COURTYARD CAMARILLI	4994 VERDUGO WAY	CAMARILLO	CA	USA						
<input type="radio"/>	0003000647	MARRIOTT LOS ANGELES BURBANK AIRPORT	2500 N. HOLLYWOOD WAY	BURBANK	CA	USA						
<input type="radio"/>	0003000679	MARRIOTT DENVER CITY CENTER	1701 CALIFORNIA STREET	DENVER	CO	USA						
<input type="radio"/>	0003000792	JW MARRIOTT SAN FRANCISCO	515 MASON ST.	SAN FRANCISCO	CA	USA						
<input type="radio"/>	0003000995	RESIDENCE INN BY MARRIOTT LLC	2035 W WHISPERING WIND DR.	PHOENIX	AZ	USA						

As there are multiple address you will need to select an address. If your address needed is not shown, select the one that says MAIN. (The name and address is completely different than what is needed as to why the address ID and address were provided in step 1).

SetID SHARE Supplier ID 0002003987 Supplier Status Approved

Short Supplier Name MARRIOTT-001 Supplier Classification Supplier

In City Limit N HR Class

Additional Name Persistence Regular

Alternate Supp Name Open For Ordering Y

Address 00008 CK - Check Address Withholding Applicable N

Corporate Supplier 0002003987 MARRIOTT Display VAT Flag N

Remit Supplier 0002003987 MARRIOTT

Supplier list						Personalize	Find	First	1-12 of 12	Last
	Supplier Location	Address Line 1	City	State	Country					
<input type="radio"/>	125	RESIDENCE INN BY MARRIOTT	ONTARIO	CA	USA					
<input type="radio"/>	127	JW MARRIOTT DESERT SPRINGS	PALM DESERT	CA	USA					
<input type="radio"/>	130	901 MASSACHUSETTS AVENUE NW	WASHINGTON	DC	USA					
<input type="radio"/>	48	ANAHEIM SUITES	GARDEN GROVE	CA	USA					
<input type="radio"/>	79	NEW YORK MARRIOTT MARQUIS	NEW YORK	NY	USA					
<input type="radio"/>	CITIZEN	THE CITIZEN HOTEL, AUTOGRAPH COLLECTION	SACRAMENTO	CA	USA					
<input type="radio"/>	DENVER	DENVER MARRIOTT CITY CENTER	DENVER	CO	USA					
<input type="radio"/>	GAYLORD	IRVINE MARRIOTT	IRVINE	CA	USA					
<input type="radio"/>	HOTEL CIRC	COURTYARD SAN DIEGO	SAN DIEGO	CA	USA					
<input type="radio"/>	LONG BEACH	COURTYARD BY MARRIOTT	LONG BEACH	CA	USA					
<input checked="" type="radio"/>	MAIN	MONTEREY MARRIOTT HOTEL	MONTEREY	CA	USA					
<input type="radio"/>	RACINE	7111 WASHINGTON AVE	RACINE	WI	USA					

STEP 3: Click ADD LINES

Summary Information Supplier Information **Invoice Details** Review and Submit

Exit Save for Later Previous Next

Invoice Details - Step 3 of 4

Instructions ?

Business Unit CIT01 Invoice Number TA12345 Entered By Cecilia Thibeault
 Request ID Invoice Date 09/26/2022 Entered Datetime 09/26/2022 12:58PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
*Cost Sub-Total <input type="text" value="450.00"/> Misc Charge Amount <input type="text"/> Freight Amount <input type="text"/> Tax Amount <input type="text" value="76.50"/> <hr/> Total Amount 526.50 *Currency <input type="text" value="USD"/>					

Add Lines

Exit Save for Later Previous Next

STEP 4: UPDATE LINE

Enter description on line 1
 Line Amount = Sub-Total amount if you had a tax line. If not tax, enter total cost of invoice
 Accounting Details: enter the Amount and ONLY the Business Unit, Fund (first four of budget), and the Account code. NOTE: 9252 = Registration, 9254 = Hotel/Lodging

Invoice Details - Step 3 of 4

Instructions ?

Business Unit CIT01 Invoice Number TA12345 Entered By Cecilia Thibeault
 Request ID Invoice Date 09/26/2022 Entered Datetime 09/26/2022 12:58PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	Hotel/Lodging Fee				450.00
*Cost Sub-Total <input type="text" value="450.00"/> Misc Charge Amount <input type="text"/> Freight Amount <input type="text"/> Tax Amount <input type="text" value="76.50"/> <hr/> Total Amount 526.50 *Currency <input type="text" value="USD"/>					

Add Lines

Exit Save for Later Previous Next

STEP 5: Review and Submit

Click Review. Many any changes necessary. Click "Save for later" one last time. This will generate a Payment Request ID number. Click Submit.

Review and Submit - Step 4 of 4

Business Unit CIT01 Invoice Number TA12345 Entered By Cecilia Thibeault
 Request ID Invoice Date 09/26/2022 Entered Datetime 09/26/2022 12:58PM

Description

Supplier MARRIOTT

Total Amount 526.50 USD

Request Status New

Click the "Review" button to review the detailed request.
 Click the "Submit" button to submit your request.

Review Submit

Exit Save for Later Previous