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](image)

  - 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](image)

  - 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.