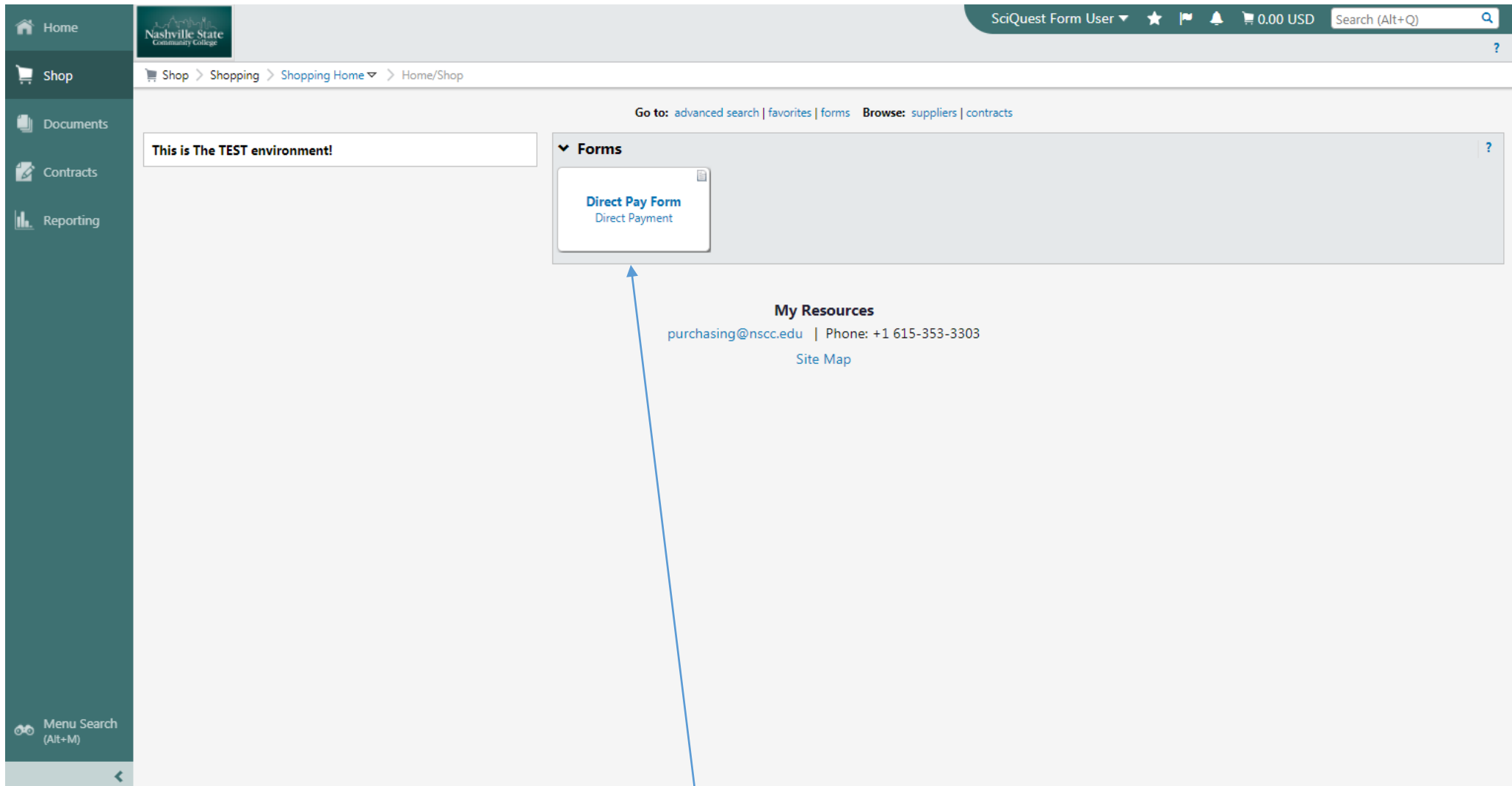


Direct Payment for Travel Reimbursement



The screenshot shows a web browser window with the address bar displaying `fa.nsc.edu/finance/travel/links/`. The page header includes navigation links: [Forms & Documents](#), [Directory](#), and [NSCC Websites](#), along with a search bar. The main header features the Nashville State Community College logo and navigation tabs for [COMPUTER SERVICES](#), [FINANCE](#), [MAINTENANCE](#), and [SECURITY](#). Below the header is a large banner image of a building with the text "Travel/Direct Payment" overlaid. A sidebar on the right contains a menu with the following items: [Travel/Direct Payment Home](#), [Policies & Procedures](#), [Training](#), [Links](#) (highlighted), [Forms & Documents](#), and [Frequently Asked Questions](#). The main content area is titled "Links" and contains a list of links: [LODGING, MEALS, INCIDENTALS \(CONUS OUT-OF-STATE TRAVEL\)](#), [TBR POLICY: G:4:03:03:00 GENERAL TRAVEL](#), [MAPQUEST](#), [RAND MCNALLY](#), [STANDARD MILEAGE](#), and [SCIQUEST](#). Two blue arrows are present: one pointing from the "Links" menu item in the sidebar to the "Links" section header, and another pointing from the "SCIQUEST" link in the list to the first instruction in the list below.

1. Log into SciQuest.
2. You can the link for SciQuest in the Links section of the Travel/Direct Payment on the Finance website. SciQuest can also we found at the Computer Services Website.



3. Once you are logged in, the Direct Payment Form is located under the Forms Section.
Note: Depending on you SciQuest access you may see more then what is shown
4. To submit a Direct Payment click on the Direct Pay Form

Direct Pay Form Available Actions: Add and go to Cart Go Close

Direct Pay Purchases ?

This form allows users to process payments to suppliers or individuals which do not require a Purchase Order. Complete all fields as needed. The College requires W9 Tax information on file in the Travel/Direct Payment office before payments are issued.

Supplier Info ?

Enter Supplier

or
[Supplier Search](#)

Distribution
The system will distribute purchase orders using the method(s) indicated below:
☒ Custom Supplier Distribution selected
Email (HTML Body): something@nscs.edu

Reimbursement Detail ?

Details of Purchase Request

1000 characters remaining [expand](#) | [clear](#)

Price:

Internal Attachments
[Add Attachments](#)

Check Distribution ?

5. Enter you're A Number, since you are the one requesting reimbursement for travel expenses

This form allows users to process payments to suppliers or individuals which do not require a Purchase Order. Complete all fields as needed. The College requires W9 Tax information on file in the Travel/Direct Payment office before payments are issued.

Supplier Info ?

Supplier


SciQuest Form User [more info...](#)
[select different supplier](#)

Fulfillment Address

Fulfillment Center 1: (preferred)
PO Box 45555
Nashville, TN 37209

Distribution

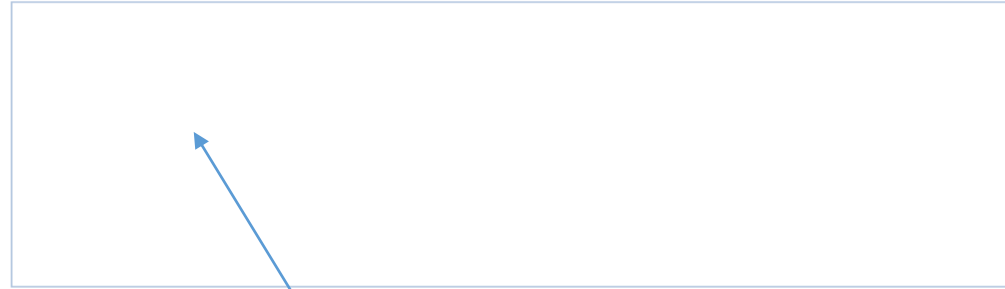
The system will distribute purchase orders using the method(s) indicated below:

 Custom Supplier Distribution selected

Email (HTML Body): something@nscc.edu

Reimbursement Detail ?

Details of Purchase Request



1000 characters remaining

[expand](#) | [clear](#)

Price:

Internal Attachments

[Add Attachments](#)

Check Distribution ?

Instructions

Select Method of Check Distribution (check will be mailed to address given unless

6. Once the Supplier is selected you need to fill out the details of your Purchase Request
 7. Add the Price from the Claim for Travel Expense form
 8. Attach the Claim for Travel Expense form, along with any other documentation which includes your receipts
- Note: Keep the hard copies for your records!

Details of Purchase Request

Travel Reimbursement for Conference on September 1st

948 characters remaining [expand](#) | [clear](#)

Price:

Internal Attachments

[Add Attachments](#)

[claim_for_travel_...](#) [Remove](#)

[Receipts.pdf](#) [Remove](#)

Check Distribution ?

Instructions: Select Method of Check Distribution (check will be mailed to address given unless designated below)

Method of Check Distribution

Special Instructions or Pick-up by

250 characters remaining [expand](#) | [clear](#)

Professional Development ?

This Section should only be completed when the Direct Payment is used for Professional Development reimbursement.

Approved Amount

Internal Use Only ?

9. The final step is to choose the Method of Check Distribution, if require complete the Special Instructions or pick-up Section

Note: The Professional Development Section will only be needed for Professional Development Reimbursement and Internal Use Only section is to be completed by the Travel/Direct Payment Office

Direct Pay Form

Available Actions: Add and go to Cart Go Close

Direct Pay Purchases

This form allows users to process payments to suppliers or individuals which do not require a Purchase Order. Complete all fields as needed. The College requires W9 Tax information on file in the Travel/Direct Payment office before payments are issued.

Supplier Info

Supplier

SciQuest Form User more info...
select different supplier

Fulfillment Address

Fulfillment Center 1: (preferred)
PO Box 45555
Nashville, TN 37209

Distribution

The system will distribute purchase orders using the method(s) indicated below:
Custom Supplier Distribution selected
Email (HTML Body): something@nscc.edu

Reimbursement Detail

Details of Purchase Request

Travel Reimbursement for Conference on September 1st

948 characters remaining expand | clear

Price: 125

Internal Attachments

10. Once the Direct Payment form is filled out, select the Go button at the top of the page

Home

Shop

Documents

Contracts

Reporting

Menu Search (Alt+M)

Nashville State Community College

SciQuest Form User

★

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🛒 150.00 USD

Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 2039521 - Draft Requisition

Shopping Cart for SciQuest Form User

Continue Shopping

1 Item(s) for a total of **150.00 USD**

Proceed to Checkout or Assign Cart

Name this cart: 2017-10-19 Forms 01

Have you made changes? Update

Help Empty Cart Create New Cart

Perform an action on (0 items selected)...

Select All

Vijay's Soccer Supply more info...		Unit Price	Quantity	Total
<div>Direct Pay Form open form...</div> <div>Commodity Code</div> <div> <div>Required field</div> </div> <div>Taxable</div>	150.00 USD	1	150.00 USD	
Supplier subtotal			150.00 USD	

view cart history

11. Once the Direct Payment form is added to your cart you will need to provide a Commodity Code
12. For Travel reimbursement you will always use Commodity Code 924 Educational Services!

Home Shop Documents Contracts Reporting

Nashville State Community College

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 2039521 - Draft Requisition

Shopping Cart for SciQuest Form User

Continue Shopping

1 Item(s) for a total of **150.00** USD


Proceed to Checkout or Assign Cart

Name this cart: 2017-10-19 Forms 01

Have you made changes? Update

Empty Cart Create New Cart Perform an action on (0 items selected)... Select All

Vijay's Soccer Supply more info...

Product Description	Unit Price	Quantity	Total
 Direct Pay Form open form... Commodity Code 924 Educational Services Taxable <input type="checkbox"/>	150.00 USD Update More Actions	1	150.00 USD
Supplier subtotal			150.00 USD

view cart history

13. Once the Commodity Code is added you will choose either Proceed to Checkout or Assign to Cart .
If you have Requisition Access then choose Proceed to Checkout else choose Assign to Cart.

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition PR Approvals PO Preview Comments Attachments

Summary Shipping Billing Accounting Codes

Chart Fund Organization

H	110001	
Nashville State Community College	Undesignated E And G	

Assign Cart

Select from profile values SciQuest Requestor

Note To Assignee:

Assign Close

Vijay's Soccer Supply more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Direct Pay Form more info... Accounting Codes (same as header)			150.00	1	150.00 USD
Supplier subtotal					150.00 USD
Subtotal					150.00
Total					150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

14. If you selected Assign Cart you will be prompt to Assign to the selected person by clicking Assign. Once assigned your submission is complete.

Home Shop Documents Contracts Reporting

Nashville State Community College

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > General - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: PO Type

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Hide value descriptions

General ?

These values apply to all lines unless specified by line item

Cart Name 2017-10-19 Forms 01 edit

Description no value

Prepared by SciQuest Form User

PO Clauses no clause

PO Type no value Required field

For selected line items Add to Favorites Go

Vijay's Soccer Supply more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Direct Pay Form more info... General (same as header)			150.00	1	150.00 USD
Supplier subtotal					150.00 USD

Shipping, Handling, and Tax charges are calculated and shown by each supplier. The values shown here are for estimation purposes. Product selection and modification.

Subtotal 150.00

15. If you choose Proceed to Checkout then you will come to following screen.

16. Under the General Tab you will need to update the PO Type by selecting the Required field link

Home Shop Documents Contracts Reporting

Nashville State Community College

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: PO Type
- Required field: Shipping address

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Hide header Hide value descriptions

General

Cart Name 2017-10-19 Forms 01

Description

Prepared by SciQuest Form User

PO Type Send the PO to the Supplier Required field

Save Cancel

Shipping

Billing

Bill To

Nashville State Community College
accountspayable@nsc.edu
120 White Bridge Road
Nashville, TN 37209
United States

Credit Card Info

No credit card has been assigned.

Billing Options

Accounting Date no value

Accounting Codes

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location
H	110001	no value	99998	no value	350	no value	no value
Nashville State Community	Undesignated E And G		SciQuest Dummy	Required field	Academic Support		

17. From the drop down box you will choose "Send the PO to the Supplier"

18. Select Save when done

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Menu Search (Alt+M)

Nashville State Community College

SciQuest Form User

150.00 USD

Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Shipping - 2039521 - Draft Requisition

General

Shipping

Billing

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Final Review

Assign Cart

Return to shopping cart

Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

Required field: Shipping address

Requisition

PR Approvals

PO Preview

Comments

Attachments (1)

History

Summary

Shipping

Billing

Accounting Codes

Supplier Info

Hide value descriptions

Shipping

These values apply to all lines unless specified by line item

Ship To

Shipping address

no address

Required field

edit

For selected line items

Add to Favorites

Go

Vijay's Soccer Supply

more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Direct Pay Form			150.00	1	150.00 USD
Ship To (same as header)					edit
Supplier subtotal					150.00 USD
Subtotal					150.00
Total					150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

19. Under the Shipping Tab you will need to update the Shipping address by selecting the Required field link

Home Shop Documents Contracts Reporting

Nashville State Community College

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Shipping - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Shipping address

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Hide value descriptions

Shipping

There value applies to all lines unless specified by line item

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses
Main Campus

To choose a different address, [click here](#)

Address Details

Attn: SciQuest Form User

Address Line 1 120 White Bridge Road

City Nashville

State TN

Zip Code 37209

Country United States

Save Cancel

Vijay's Soccer Supply more info...

Product Description

1 Direct Pay Form more info...

Shipping, Handling, and Tax charges are calculated and charged by each supplier

Shipping	Unit Price	Quantity	Ext. Price
	150.00	1	150.00 USD
Supplier subtotal			150.00 USD
Subtotal			150.00
Total			150.00 USD

20. From the drop down box you will choose “Main Campus.” If your home campus is different than the Main Campus you will select that campus instead
21. Select Save when done

Home

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Menu Search (Alt+M)

Nashville State Community College

SciQuest Form User

☆

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🛒 150.00 USD

Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General

Shipping

Billing

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Final Review

Assign Cart

Return to shopping cart

Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

Required field: Account

Requisition

PR Approvals

PO Preview

Comments

Attachments (1)

History

Summary

Shipping

Billing

Accounting Codes

Supplier Info

Accounting Codes

These values apply to all lines unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location
H	110001	no value	99998	no value	350	no value	no value
Nashville State Community College	Undesignated E And G		SciQuest Dummy	Required field	Academic Support		

edit

For selected line items

Add to Favorites

Go

Vijay's Soccer Supply

more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Direct Pay Form			150.00	1	150.00 USD
	Accounting Codes (same as header)					

edit

Supplier subtotal

150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

150.00

Total

150.00 USD

22. Under the Accounting Codes Tab you will need to update the Account by selecting the Required field link

Home

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Nashville State Community College

SciQuest Form User

150.00 USD

Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General

Shipping

Billing

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Final Review

Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

Required field: Account

Requisition

PR Approvals

PO Preview

Comments

Attachments (1)

History

Summary

Shipping

Billing

Accounting Codes

Supplier Info

Accounting Codes

These values apply to all line unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	add split
H Select from profile values... Select from all values... Clear selected value...	110001 Select from profile values... Select from all values... Clear selected value...	no value Clear selected value...	99998 Select from profile values... Select from all values... Clear selected value...	no value Select from all values... Clear selected value... Required field	350 Select from profile values... Select from all values... Clear selected value...	no value Select from all values... Clear selected value...	no value Clear selected value...	
								recalculate / validate values

Save Cancel

Accounting Codes (same as header)

edit

Supplier subtotal

150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

150.00

Total

150.00 USD

23. Under the Account you will need to update the Account by selecting the Select from all values link

SciQuest Form User 150.00 USD Search (Alt+Q)

Home Shop Documents Contracts Reporting

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Accounting Codes

These values apply to all line items unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	add split
H Select from profile values... Select from all values... Clear selected value...	110001 Select from profile values... Select from all values... Clear selected value...	no value Clear selected value...	99998 Select from profile values... Select from all values... Clear selected value...	74500 Hide all values... Clear selected value... Required field	350 Select from profile values... Select from all values... Clear selected value...	no value Select from all values... Clear selected value...	no value Clear selected value...	

recalculate / validate values

Save Cancel

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Supplier subtotal	150.00 USD
Subtotal	150.00
Total	150.00 USD

24. For In-state travel you will need to use 73100

25. Select Save when done

Home

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Reporting

Menu Search (Alt+M)

Nashville State Community College

SciQuest Form User

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🛒 125.00 USD

Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General

Shipping

Billing

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Final Review

Submit Requisition

Assign Cart

Return to shopping cart

Continue Shopping

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition

PR Approvals

PO Preview

Comments

Attachments (2)

History

Summary

Shipping

Billing

Accounting Codes

Supplier Info

Accounting Codes

These values apply to all lines unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location
H	110001	no value	99998	73100	350	no value	no value
Nashville State Community College	Undesignated E And G		SciQuest Dummy	Instate Travel	Academic Support		

For selected line items

Add to Favorites

Go

SciQuest Form User

more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
<div>1</div> <div>Direct Pay Form</div> <div>Accounting Codes (same as header)</div>			125.00	1	125.00 USD
Supplier subtotal					125.00 USD
Subtotal					125.00
Total					125.00 USD

26. When completed select the Submit Requisition button.