



Correcting Reportable Reimbursements

Taxable/reportable travel should always be issued from HRM and when a traveler is paid out of FIN for taxable/reportable travel a correction needs to be made. Users may refer to the [AAM Section 320. FRINGE BENEFITS](#) to review types of taxable/reportable reimbursements.

When travelers have been incorrectly paid out of FIN for taxable/reportable travel there is a specific process for correcting the incorrect payment. Division of Finance (DOF) staff must handle the pay and recover transactions. The department SHOULD NOT create an OTPAY document.

However, the Department is responsible to start the process by following these steps:

1. Complete and sign the latest version of the **Travel Authorization Form** and the **Taxable Travel Allowance Payroll Report** from the Division of Finance website <http://doa.alaska.gov/dof/forms/index.html#trav>
 - Include all the financial coding for the OTPAY document including the object and the payment from FIN.
 - Include the reporting field information for the OTPAY document so it can be used for tracking purposes (RECOMMENDED).
2. Email the completed and signed forms to doa.dof.payrollstaff@alaska.gov with clear instructions/indication that this is a **PAY and RECOVER** situation.

DOF staff will process the pay and recover by creating two documents in IRIS HRM:

1. OTPAY document to pay the employee their taxable/reportable travel. The OTPAY document in HRM creates a PREXP document in FIN that will charge the agency's budget again for the travel.
2. OTDED document to recover the amount owed to the state for the payments made in FIN or on the One Card. The OTDED document in HRM creates a PRLID document in FIN that will post the revenue collected from the employee to the agency's miscellaneous revenue. The agency will need to process a CH8 to move the revenue to abate the duplicate travel expenditure.

Questions? Please contact DOF at doa.dof.payrollstaff@alaska.gov for any questions about this process.