



## Emergency Callout Meal Expense Payments

Vendor Code	888888888 0	Invoice Number	NOV17	Line	002
Voucher Number	V8A0000002	Check Category		Discount Type	
Schedule Pay Date	/ /	Line Amount	20.00	Single Check	Default
Vendor Name	DOE, JOHN				
Vendor Address					

Vendor Code	777777777 0	Invoice Number	NOV17	Line	003
Voucher Number	V8A0000003	Check Category		Discount Type	
Schedule Pay Date	/ /	Line Amount	20.00	Single Check	Default
Vendor Name	SMITH, SALLY				
Vendor Address					

Vendor Code	666666666 0	Invoice Number	NOV17	Line	004
Voucher Number	V8A0000004	Check Category		Discount Type	
Schedule Pay Date	/ /	Line Amount	10.00	Single Check	Default
Vendor Name	THOMPSON, WILLIAM				
Vendor Address					

### Description

Travel expense reimbursements can be paid using a SAMII payment voucher expense (PVE) document, one per employee. After entry by a financial services employee, each PVE document must be individually reviewed and approved by a second financial services employee. After researching other methods to improve this process, the Northwest District implemented a new, more efficient method. Instead of entering individual SAMII documents for each employee, one SAMII document per organization can be used. The multiple vendor payment voucher (MP) SAMII document contains the coding line at the top, then all the employees and reimbursement amounts are listed below. The total at the top of an MP document can be compared to the manually calculated total of the "Emergency CallOut Crew Meal Expenses" form, which helps to ensure the accuracy of the total being paid. Once the MP document is entered and approved, SAMII automatically creates individual payment vouchers to pay each employee.

### Benefit

Implementing the new process simplifies work and saves time staff time. Since implementation, the Northwest District has processed 47 MP documents, which replaced entering 474 individual PVE documents. The NW District shared this practice with MoDOT districts statewide. The Kansas City District implemented the process last year and St. Louis has requested information to begin implementing the improved process.

### Materials and Labor

There are no labor hours or costs involved.

### For More Information Contact:

Norma Wood at [Norma.Wood@modot.mo.gov](mailto:Norma.Wood@modot.mo.gov) or (816) 387- 2460.

Additional photos or videos can be seen by accessing the Innovations Challenge SharePoint page at: <http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx>