

## PROCEDURES FOR DISBURSEMENT VOUCHERS FOR H-1B FILING FEES

ENTERED IN **KFS SYSTEM** (NOT Husky Buy)

Separate D.V. requests are required for each check value listed below... click here to open [KUALI](#).

### 1. DOCUMENT OVERVIEW:

Naming Convention for **Description\*** (aka Document Title & Invoice number) please enter one of the following:

- For I-129 Fee \$460: ..... **DHS I129-LastName, First**
- For Anti-Fraud fee \$500: ..... **DHS AF-LastName, First**
- For Premium Processing Fee \$2805: ..... **DHS I907-LastName, First**

**\*Description:** Abbreviate first name if too long, or if necessary omit first name.

- \$460 required for ALL H-1B filings
- \$500 additional "AF" fee for initial H-1B filings
- \$2805 additional for Premium Processing

### 2. PAYMENT INFORMATION:

- Payee ID :** Payee Lookup -click- search -> \* Payee ID :
- Payment Reason Code** is **"K"** for fees, AND **Vendor# 19813-0**.  
- Click Search-  
**Return value:** *US Dept of Homeland Security....* Then  
**Return value:** *USCIS California Service Center in Laguna Niguel.*
- Invoice Number\*\*** Naming Convention for is the same as #1 above

**\*\*Invoice Number:** If this is a subsequent filing for the same person, add the fiscal year to the naming convention. KFS will not allow you to use the same naming convention twice for an Invoice Number.

3. **Check off Special Handling** so fee checks will be sent to the attention of the LR and NOT delivered to the vendor.

4. **ACCOUNTING LINES:** Use for **Object code: 6285**.

5. **SPECIAL HANDLING:** section, enter the following text into two lines.

*Special Handling Name:* Please email laborrelations@uconn.edu; christene.cooper@uconn.edu

*Special Handling Address 1:* when checks are ready for pickup.

6. **NOTES AND ATTACHMENTS:** Required field entry in notes, no attachment required. **The Note** should be: *Because of the sensitive nature of the documents, the original paperwork will be filed with Labor Relations.*

7. **AD HOC RECIPIENTS:** **Before submitting** Go to the then go to **Ad Hoc Group Requests** (pictured below):

Then click on the **search** icon, search for **Group ID: 10767** and return value for **"Homeland Security,"** and **Action Requested** should be **APPROVE**. Don't forget to click the **"ADD"** button to add the group.

8. Submit the DV(s) in KFS. Labor Relations will approve via KFS after receiving your H-1B petition packet. A/P will approve the DV after receiving approval from the LR.

**DO NOT ATTACH VISA DOCUMENTATION TO THE DISBURSEMENT VOUCHER IN KFS AS IT MAY CONTAIN PERSONAL INFORMATION THAT SHOULD NOT BE IN THE SYSTEM**