

Payment tables for transactions that are processed by Financial Services – Disbursements. P-Card is not included. All submitted payment requests are reviewed and approved or denied.

Table 1. Employee/Nonemployee Reimbursements – An individual purchases goods or services on behalf of UMB and requests reimbursement.				
Type	Description	How to Process	Processing Unit(s)	Related Policy/Procedure
1. Business Travel	Individual travels on behalf of UMB to conduct UMB business	eTravel System	Travel Coordinator	UMB Policy VIII-11.00(A) and Financial Services Procedure
2. Business Meals	Involves one or more non-UMB employees and the business purpose is clearly identified. May be a reimbursement or a payment for catering services.	eTravel System	Travel Coordinator	UMB Policy VIII-99.00(A) and Financial Services Procedure
		PUR02	SSAS, General Accounting, A/P	
		Working Fund	Working Fund	
3. Office Expenses	Supplies, flyers, etc.	PUR02	A/P	State General Accounting Division Manual and Financial Services Procedure
4. Research Study Participants and Participant Expenses. Expenses include travel, meals, and supplies as authorized by the grant and directly related to the participants.	Individuals receive payments for participating in studies/clinical trials as ordained by the UMB IRB and grant documents.	e-Z Payment	A/P	UMB Policy VIII-99.00(B) and Financial Services Procedure
		PUR02	SSAS, General Accounting, A/P	
		Working Fund	Working Fund	
		Gift Card System	A/P	
5. Other Reimbursements a. Moving lab equipment b. Membership c. Deposit	Individuals seeking reimbursement for purchases that do not fall into one of the above categories.	PUR02	A/P	State General Accounting Division Manual and Financial Services Procedure

Table 2. UMB Issues a Payment Directly to a Vendor. A vendor may be an individual or a business entity.

Type	Description	How to Process	Processing Unit(s)	Related Policy/Procedure
1. Membership	UMB has agreed to pay for specific membership dues on behalf of an individual.	PUR02	SSAS, General Accounting, A/P	State General Accounting Division Manual and Financial Services Procedures
		Working Fund	Working Fund	
2. Honorarium	One-time payment usually for a speaker. May include expenses, such as travel, in addition to the speaker fee.	e-Z Payment	A/P	Financial Services Procedure
		PUR02	SSAS, General Accounting, A/P	
3. Stipend	One-time payment or a series of payments. An allowance for expenses incurred to conduct UMB research, training, etc. Expenses may be living, travel, education, etc.	e-Z Payment	A/P	Financial Services Procedure
		PUR02	SSAS, General Accounting, A/P	
4. PUR01 Invoices	Related to a purchase order issued pursuant to State procurement regulations.	PUR01 - - Requisitioner Role in eUMB	SSAS, A/P	UMB Purchasing Guide and Financial Services Procedure
5. Deposits	Deposit for conference space, catering	PUR01	SSAS, General Accounting, A/P	State General Accounting Division Manual , UMB Purchasing Guide , and Financial Services Procedures
6. Royalties	Payments to individuals.	PUR02	SSAS, General Accounting, A/P	UMB Purchasing Guide and Financial Services Procedure
7. Staff Development	Payments to individuals.	PUR02	SSAS, General Accounting, A/P	UMB Purchasing Guide and Financial Services Procedures

Disallowed Expenses:

- Alcohol
- Flowers, gifts, rewards, or other tokens
- Personal expenses
- Expenses that do not comply with regulations, policies, and procedures