

Authorized payment methods for departmental users. All payment requests submitted to a Central Processing Unit are subject to review and either approved or denied. (See abbreviation key at end)

Table 1. **Employee/Non-employee Reimbursements** – An individual purchases goods or services on behalf of UMB and requests reimbursement.

Type	Description	Payment Method	Central Processing Unit(s)	Related Policy/Procedure
1. Business Travel	Expenses incurred when individual travels on behalf of UMB to conduct UMB business	TBE System	Disbursements-TBE	<ul style="list-style-type: none"> ➤ UMB Policy VIII-11.00(A) ➤ Financial Services Procedures
2. Business Meals	Expenses incurred for an individual meal or catering services that involves one or more non-UMB employees and the business purpose is clearly identified.	TBE System (Employees)	Disbursements - TBE	<ul style="list-style-type: none"> ➤ UMB Policy VIII-99.00(A) ➤ Financial Services Procedures
		NONPO Invoice- State (Non-employees)	Disbursements- AP	
3. Business Expenses	Typical expenses incurred by individuals in the course of doing business for UMB <u>when there was no other payment mechanism available at the time of need.</u> Examples- supplies, printing flyers, postage, memberships, conference/ training registrations, etc.	TBE System (Employees)	Disbursements - TBE	<ul style="list-style-type: none"> ➤ State GAD Manual ➤ Financial Services Procedures
		NONPO Invoice- State (Non-employees and exceptional expenses for employees)	Disbursements- AP	
4. Research Study Participant Support Costs	Expenses incurred by individuals (not study participants) related to research study participants- Examples- travel, meals, and supplies as authorized by the grant and directly related to the study participants	TBE System (Employees)	Disbursements - TBE	<ul style="list-style-type: none"> ➤ UMB Policy VIII-99.00(B) ➤ Financial Services Procedures
		NONPO Invoice- State (Non-employees and exceptional expenses for employees)	Disbursements- AP	
5. Other Reimbursements	Employees seeking reimbursement for purchases that do not fall into one of the above categories.	NONPO Invoice- State	Disbursements- AP	<ul style="list-style-type: none"> ➤ State GAD Manual ➤ Financial Services Procedures

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Table 2. **UMB Issues a Payment Directly to a Supplier for Goods or Services.** A supplier may be an individual (consultant) or a business entity

Type	Description	Payment Method	Central Processing Unit(s)	Related Policy/Procedure
1. PO Invoices	Related to a purchase order issued pursuant to State procurement regulations.	PO Invoice- State	SSAS, Disbursements- AP	➤ UMB Purchasing Guide ➤ Financial Services Procedures
		Pcard*	None	Pcard User Guide
2. Business Related Membership	UMB has agreed to pay for specific membership dues on behalf of an individual.	NONPO Invoice- State	Disbursements- AP or GWF	➤ State GAD Manual ➤ Financial Services Procedures
		NONPO Invoice- Working Fund		
		Pcard*	None	Pcard User Guide
3. Honorarium- non-employee	One-time payment usually for a speaker. May include expenses, such as travel, in addition to the speaker fee.	NONPO Invoice- State	Disbursements- AP	Financial Services Procedures
4. 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.	NONPO Invoice- State	Disbursements- AP	Financial Services Procedures
5. Deposits	Only where it is normal and customary such as deposits for conference space, catering, etc.	PO Invoice- State	SSAS, Disbursements- AP	➤ State GAD Manual ➤ UMB Purchasing Guide ➤ Financial Services Procedures
		NONPO Invoice- Working Fund	Disbursements- GWF	
		Pcard*	None	Pcard User Guide

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Type	Description	Payment Method	Central Processing Unit(s)	Related Policy/Procedure
6. Royalties	Payments to individuals pursuant to intellectual property agreements	NONPO Invoice- State	Disbursements- AP	<ul style="list-style-type: none"> ➤ USM Policy IV - 3.20 ➤ UMB Purchasing Guide ➤ Financial Services Procedures
7. Staff Development	Registration for conferences or training programs	NONPO Invoice- Working Fund	Disbursements- GWF	<ul style="list-style-type: none"> ➤ UMB Purchasing Guide ➤ Financial Services Procedures
		Pcard*	None	
8. Research Study Participant Payments	Individuals receive payments for participating in studies that are sponsored and formally documented in an award agreement	NONPO Invoice- State	Disbursements- AP	<ul style="list-style-type: none"> ➤ UMB Policy VIII- 99.00(B) ➤ Financial Services Procedures
		NONPO Invoice- Working Fund	Disbursements- GWF	
		Gift card supplier (Ex. Tango)	None	
9. Focus group expenses	Group of individuals receive payments for participating in studies that are not sponsored but are formally documented with a business purpose	NONPO Invoice- State	Disbursements- AP	<ul style="list-style-type: none"> ➤ State GAD Manual ➤ Financial Services Procedures
		NONPO Invoice- Working Fund	Disbursements- GWF	

*All Pcard payments must be less than \$5,000

<p><u>Disallowed Expenses:</u></p> <ul style="list-style-type: none"> ➤ Alcohol ➤ Flowers, gifts, rewards, or other tokens ➤ Personal expenses ➤ Payments to employees for services ➤ Expenses that do not comply with regulations, policies, and procedures 	<p><u>Abbreviation Key:</u></p> <p>AP= Accounts Payable GAD= General Accounting Division GWF= General Working Fund NONPO= Non Purchase Order (aka Check Request) Pcard= Procurement Card (i.e. Visa credit card) PO= Purchase Order SSAS= Strategic Sourcing and Acquisition Services TBE= Travel and Business Expense</p>
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