

# When should I use the Reimbursement vs. Payment (taxable) RFP option?

**Q: When should I use the Reimbursement vs. Payment (taxable) RFP option?**

## **Answer**

When creating a Request for Payment, choose:

- **Reimbursement** when reimbursing students or employees for out of pocket expenses, such as office supplies, monthly telephone expenses, business meetings, memberships, dues, subscriptions, etc.
- **Payment (taxable)** when paying external vendors for taxable services, such as honoraria, speaker's fees, or when paying non-employees for awards, etc.
- **In some cases, the Reimbursement link will be used for Payments**
  - Agencies or people to whom you or others have previously made reimbursements or payments will exist as "vendors" in SAP.
  - Additional payments or reimbursements can be made to them using the Reimbursement link, and searching for Non-MIT.
  - These agencies or people will not be found in a search if the Payment link is used.
  - In this case, the Accounts Payable recommends using the Reimbursement link, for both Payments and Reimbursements. Taxable status will be handled appropriately.

For more information visit the [Accounts Payable website](#).

## **See Also**

- [Purchasing, RFP and Travel Landing Page](#)