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

Q: When should I use the Reimbursment 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