Commonly Used Payment Types

## Payment Types

There are several types of payments that run through accounts payable.  The most common are invoices.  Other types include registration fees, subscription renewals, travel advances/reimbursements, personal reimbursements, personal services contracts, performances, honorariums and refunds.  Downloadable Vendor Payment and Travel, Meals & Entertainment forms are available on this site under the forms link. If you need help with these forms contact Cindy Dickson in Accounts Payable. (ext.5593)

The type of payment dictates what form you need to fill out if any.  Below is a general guide:

**Invoice Payments** - See [Invoice payment instructions](Invoice%20payments.docx) for a more complete guide to completing the form.

Invoices: Code and have the invoices signed by the appropriate person(s) and enter in Colleague/Datatel

Registration fees: Since we usually have to send in the original document for registrations, please make a copy and do all the coding and signing on the copy.

Subscription renewals:  Since we usually have to send in the original renewal document, please make a copy and do all the coding and signing on the copy.

\*\*\*Please note that when paying from a statement (usually utilities or phone charges) be sure you don’t stamp or write on the remit stub.  We do send these with the payments.\*\*\*

**Travel, Meals and Entertainment Expense Reimbursements -** See [travel, meals and entertainment expense reimbursement instructions](TME%20reimbursements.docx) for a more complete guide to completing the form.

Travel reimbursements:  Fill out a travel, meal and entertainment form and attach all receipts or statements.  A Travel form is required where an overnight stay or where meals Whitman and Non-Whitman employees or entertainment activities take place.  The lodging receipt showing all charges is required for adequate documentation

Personal vehicle mileage: Mileage covers all costs of using the vehicle including fuel, insurance and wear and tear, except parking fees and tolls, which are reimbursable in addition to mileage. Use a Travel, Meal and Entertainment form for employee mileage reimbursements. The current IRS mileage reimbursement rate is .565 per mile.

**Expense Reimbursements (Vendor Payments)** - See [VP-Expense reimbursement instructions](VP-Expense%20Reimbursements.docx) for a more complete guide to completing the form.

Personal reimbursements:  Fill out a vendor payment form and attach all receipts or statements.

Personal services contracts:  We need to make sure we have a completed W9 for all vendors being paid under a personal services contract. As long as we have a W9 on file, we do not need a new one each year. To check to see if we have one, you can look in Colleague in the VEND screen. If we have one on file it will be noted in the comment section in the first screen of VEND. If that field is blank and you believe we have one, contact Accounts Payable to see if we actually have one or not. If we do not have one on file, please get a completed W9 and send it to Accounts Payable with your payment request.

Personal Service contracts can be valid for one calendar year or for a specific event. Please complete the top section of the contract including dates, purposes and amount. Please make sure the vendor completes page 2 of the contract. If the hours section on page 2 needs to be completed for Worker’s Compensation insurance, please have the vendor complete a copy of page 2 and attach with each vendor payment request.

If an invoice is available do all the coding and signing on the invoice.  If we don’t have an acutal invoice, please put all information on a Vendor Payment form and attach the original documentation.

Performance Contracts:  When paying non-employees for a performance a performance contract and W9 are necessary.  Since these types of payments usually don’t have a true invoice connected with them, please put all information on a vendor payment form and attach the back-up.

Honorariums:  When paying an honorarium for a guest lecturer etc. please follow the same guidelines listed for performances.

Refunds:  When refunding non-academic fees (scrambles, alumni college, etc.) please fill out a vendor payment form and include documentation to support the refund (email requests, etc).