

## WHICH TYPE of eREQUEST SHOULD I SUBMIT?

Most of the items below could potentially be payment and/or transfer requests depending on how the expense is initially handled. The list below provides general guidelines.

	Payment	Transfer
Direct check payment to individuals for reimbursements, or direct vendor payments*	✓	
Reimbursement from UNF to university WBS/Cost Center Account to which expense has already been incurred via electronic fund transfer		✓
Events (registration or sponsorships; note that we cannot pay donations)	✓	
Payment for nonemployees (for awards or honoraria) For non-Nebraska residents, amount must be below \$600 due to state income tax withholding. For Nebraska residents, no limit.	✓	
Reimbursement of meal expenses (while traveling)		✓ + Domestic Per Diem Calculator
Reimbursement of a university employee (nontaxable income) Submit an Approval of Personal Reimbursement form if an employee requests direct reimbursement. Electronic or wet supervisor signature accepted.	✓	
Reimbursement from UNF to University WBS/Cost Center supporting a university employee (taxable income such as employee salary and benefits, one-time award, honorarium, or payment for services rendered to faculty & staff); approval routes through campus payroll		✓

**Student scholarships and cash awards to students that need to be applied to the cost of attendance should be processed through the campus office of financial aid and not processed via eRequest.**

### \*Direct Vendor Payments.

- Unless otherwise prohibited by University of Nebraska policy or Nebraska law, the university shall pay its vendors directly and seek reimbursement from the appropriate foundation fund via a **Transfer eRequest**.
- However, if a foundation fund is used to pay a vendor directly or reimbursement of an employee via **Payment eRequest**, the invoice must include any required sales tax since the foundation is not exempt from paying sales tax.

### FULFILLMENT.

- **Payment eRequests.** A check is typically sent within two business days of final foundation approval directly to the payee via U.S. mail.
- **Transfer eRequests.** Transfer eRequests are batched and processed for payment on a weekly basis. Funds are transferred electronically once the batch process is complete.