

PAYMENT REQUEST FORM -PantherMart Process-

Office of Disbursements



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1 General Instruction

There are 3 ways in which transactions can be initiated in PantherMart:

- Cart Creation (*shopping on-line* to create a cart)
- Travel Authorization Form (TA)
- Payment Request Form (PRF)

This document addresses the Payment Request Form (PRF).

1.1 Payment Request Form Used For

The *Payment Request Form* (PRF) will be used to initiate payment for purchases/transactions which cannot be purchased by shopping on-line through PantherMart:

- 1) Personal Services (not related to a PO). Refer to Disbursements webpage: "Payments to Independent Contractors/Consultants" <http://www.gsu.edu/accounting/payment-contrators-consultants.html>
- 2) Food Purchases (See Food Policies) <http://www.gsu.edu/accounting/disbursements-policies-procedures.html>
- 3) Reimbursements (general purchases, excludes Employee/Student Travel)
- 4) Pre-Paid Lodging (Employee and Student, only)
- 5) Non-Employee Travel Reimbursements (including payment of per diem).
Generally follows State of GA Travel Regulations. Use the new form Non-Employee Travel – Summary Sheet as the cover page when submitting receipts, etc.
- 6) Non-Employee Airfare Purchased through AAA
- 7) Non-Employee Lodging
(Non-EE lodging may not be pre-paid. Non-EE lodging may be billed directly to GSU by the provider)
- 8) Relocation and Moving Expenses (Refer to Disbursements webpage: Relocation and Moving Expense Policy and Procedure) - <http://www.gsu.edu/accounting/disbursements-policies-procedures.html>
- 9) Scholarships/Fellowships
(Payments are generally made through Banner. A (rare) payment through Disbursements requires documented pre-approved from the Office of Financial Aid).

- 10) [Stipends](#) (Requests for payment should be reviewed (in advance of request) by Disbursements. Contact either Director of Disbursements, jpearson@gsu.edu or Tax Accountant, iivanov@gsu.edu, to discuss)
- 11) [Vendor Invoices](#) where a cart cannot be created by shopping on-line through PantherMart
- 12) [Other](#) (Contact Disbursements to discuss. Email accountspayable@gsu.edu)

1.2 Initiate a Payment Using the Payment Request Form

To initiate a payment using the Payment Request Form:

- 1) Ensure the vendor is set-up to receive payments. Vendor set-up must be completed prior to entering a Payment Request Form. Contact the Purchasing Unit at 3-3150, or by email purchasing@gsu.edu to inquire about vendor set-up, including the option for payment via EFT (direct deposit). ***(Encourage new vendors to choose payment via EFT. The vendor will receive payment faster, and the EFT payment method is more efficient than payment via check).***
- 2) Access the (on-line) Payment Request Form available in PantherMart, listed under “Forms”.
- 3) Carefully review the requirements/policy relative to the type of payment being initiated (see “Required Documentation for each payment type”, listed below). If the payment type required is not listed in this document, email Disbursements at accountspayable@gsu.edu to inquire how to process the payment.
- 4) Complete the (on-line) Payment Request Form.
- 5) Write the transaction/requisition number directly on the supporting documentation.
- 6) Scan the required payment document/s into PantherMart (be sure to mark clearly through any confidential information, including social security numbers, credit card numbers, or banking info). **The name of the scanned document should be the PantherMart transaction number.** *Payment documents may also be delivered to the Office of Disbursements, however, we anticipate that scanning documents into the system will lead to greater efficiency. When delivering documents via inter-office mail, create a packet (stapled), attaching all required documents to the back of a copy of the Payment Request Form (PRF) or the Non-Employee Travel Summary sheet (new form available on Disbursements webpage, listed under forms, where applicable).*

Disbursements will access the documents (scanned or delivered) and after a successful review, will process payment. Documents having incomplete documentation will be rejected.

2 Required Documentation for Each Payment Type

2.1 Personal Services

Use the Payment Request Form for payment of Personal Services where the total cost of the entire engagement is less than \$5,000. Refer to Disbursements webpage: [Payments to Independent Contractors/Consultants](#) (*A Guide to the Payment Process*) - (Effective 07/01/2009)

2.1.1 To Initiate a Transaction in PantherMart

- Complete a CIPC Form (Common Services) or WCRQ Form.
(The purpose of the form/s is to determine “employment” status).
CIPC form requires signature approval, as indicated.
WCRQ requires pre-approval by Disbursements.
- Enter a Payment Request Form in PantherMart
- In the description field, sufficiently describe the service provided.
- Write the transaction/requisition number directly on the supporting documentation.
- Deliver or scan completed documents to Disbursements for processing (before scanning, be sure to block personal information from the forms):
 - 1) Copy of PRF (with transaction number referenced)
 - 2) CIPC Form or Page 3 (Only) of the WCRQ Form.
 - 3) Vendor’s Invoice or department’s Memo (must include vendor’s remittance address)
(Memo should state name of service provider, brief description of service provided, amount to be paid.)
 - 4) For Employment Compensation Agreement between Institutions.
Note: Employment Agreements between institutions are coded to 539100. If the services to be provided do not fall into the categories listed on the form (professional in nature, then the form is not required).

*Account code suggestions:

- 751101 Architect (Form, WCRQ)
- 751102 Attorney (Form, WCRQ)
- 751103 Consultant (Form, WCRQ)
- 751104 Engineer (Form, WCRQ)
- 751107 Veterinarian (Form, WCRQ)
- 751108 Honorarium **(Form, CIPC)**
- 751109 IT Professional (Form, WCRQ)
- 751115 Common Industry Services **(Form, CIPC)**
- 539100 (Joint Staffing) (Form: generally **Employment Compensation Agreement Between Institutions**)

2.2 Food Purchases

To review food purchases provided in the BOR Food Policy – see link:

- http://www.usg.edu/business_procedures_manual/section19/ (section 19.7 and 19.8).
- [Summary of BOR Policy covering Meals for Employees](#)
- [Summary of BOR Policy covering Group Meals for Employees](#)

2.2.1 To Initiate a Transaction in PantherMart

- Enter “Purpose for payment” in the description field of the PRF. Include event, purpose, and date.
- Write the transaction/requisition number directly on the supporting documentation.
- Attach Receipt for purchase (itemized receipt, include method of payment)
- Attach listing of participants (include departments/entities)
- Attach event information / flyer / agenda / web link / e-mail invitation (a formal written agenda with session times is required for employee group meals and conferences)

Amount for payment/reimbursement must be in keeping with allowable per diem rates:

Generally - \$7 breakfast, \$9 Lunch, \$20 Dinner (Federal per diem used for guest meals, \$9 breakfast, \$13 lunch, \$29 dinner)

In State Travel (See pages 7 & 8):

http://sao.georgia.gov/vgn/images/portal/cit_1210/62/49/164649488SAO%20Travel%20Policy%202011.pdf

Travel Outside the State of Georgia (See last column, Meals and Incidentals):

<http://www.gsa.gov/portal/category/100120>

International Travel:

<http://oiaweb.gsu.edu/search/IntlTravel/IntlTravelForm.aspx>

*Account code (suggestions):

- 714119 (Food- in general (for student events, educational meeting for students, etc.))
- 727142 (Modified Policy – Non-EE Meals and dining with guests)
- 727700 (Employee Group Meals)
- 727132 (Food for conferences)

2.3 Reimbursements

Note: Registrations, Memberships, etc. may be reimbursed on a Payment Request Form. However, for reimbursements related to Employee/ Student Travel see instructions for Travel.

2.3.1 To Initiate a Transaction in PantherMart

- Enter a Payment Request Form into PantherMart. Enter the “Purpose for payment” in the description field of the PRF.

- Write the transaction/requisition number directly on the supporting documentation.

- Attach a Receipt/s for purchase (itemized receipt, include method of payment). Deliver or scan completed documents to Disbursements for processing (be sure to block certain personal information from the forms).

When delivering attachments to Disbursements, attach a copy of the Payment Request Form with the transaction number identified, as the cover sheet.

Important Note: Reimbursements should be made for purchase of tangible items and some services, such as delivery, etc. Personal services should never be paid, then reimbursed. Personal services should be paid directly by GSU so that 1099 information is captured and reported according to IRS regulation.

2.4 Pre-Paid Lodging (Employee and Student, only)

ENCUMBRANCE: Employee and student travel should be authorized and encumbered in advance of a travel engagement. Submit an electronic Travel Authorization Form to encumber the “total” estimated cost of travel, including pre-paid lodging.

PRE-PAID LODGING: GSU may pre-pay lodging for the benefit of employees and students. Department business managers or designated representative may arrange for prepayment and direct billing of lodging on behalf of the traveler.

2.4.1 To Initiate a Transaction in PantherMart

- Travelers should contact the hotel, make lodging arrangements and request that a confirmation be sent by fax or e-mail. The confirmation must include the name of the traveler, dates of stay, and amount due.
- Using the confirmation, a designated representative will enter a Payment Request Form (PRF) payable to the hotel. (Use account code 640100 for employee travel and 650100 for student travel).
- **(Very Important)** Note the name of the traveler on the PRF.
- Submit the reservation confirmation along with the PRF **at least 15 business days prior to check-in.** Write the transaction/requisition number directly on the supporting documentation. Also note the PO number used to encumber the estimated cost of travel, which includes pre-paid lodging.

* Account Codes:

640100 - Employee Travel

650100 - Student Travel

2.5 Non-Employee (NE) Travel Reimbursements

Non-EE travel is handled the same as employee travel with the following differences:

- NE Lodging may not be pre-paid (GSU may pay lodging when direct billed by hotel).
- Car Rental (where applicable) may only be reimbursed.
- NE Travel reimbursement is requested via PRF.
- (AAA airfare requires a voucher entry. Vendor is AAA - see NE Airfare purchased through AAA, below).

NE travel compares to employee/student travel in (some of) the following ways:

- Per diem rates apply for meals and lodging
- Follow State of GA Travel Regulations:
http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_138756283,00.html

2.5.1 Per Diem Meal Expense

Travelers may claim allowable amounts per day (per diem) for meals. Per Diem rates vary by location (traveler's destination). Travelers are not required to submit receipt when claiming per diem.

In State Travel (See pages 7 & 8):

http://sao.georgia.gov/vgn/images/portal/cit_1210/62/49/164649488SAO%20Travel%20Policy%202011.pdf

Travel Outside the State of Georgia (See last column, Meals and Incidentals):

<http://www.gsa.gov/portal/category/100120>

International Travel:

<http://oiaweb.gsu.edu/search/IntlTravel/IntlTravelForm.aspx>

2.5.2 Per Diem Lodging Expense

Travelers may claim allowable amounts per day (per diem) for lodging. Rates vary by location (location of hotel).

Please note, GSU will allow up to 20% in excess of the allowable per diem. (Questions may be referred to Disbursements at accountspayable@gsu.edu).

In State Travel:

http://sao.georgia.gov/vgn/images/portal/cit_1210/62/49/164649488SAO%20Travel%20Policy%202011.pdf

Travel Outside the State of Georgia:

<http://www.gsa.gov/portal/category/100120>

International Travel:

<http://oiaweb.gsu.edu/search/IntlTravel/IntlTravelForm.aspx>

2.5.3 To Initiate a Transaction in PantherMart

- Create a summary sheet for non-employee travel expenses (**see new form *Non-Employee Travel – Summary Sheet on Disbursements webpage*).
- Enter a Payment Request Form based on the information listed on the Summary Sheet. If claiming per Diem for meals, note this on the summary sheet (when claiming per Diem, receipts are not required).
- Enter the reason/purpose for the travel, and the dates of travel into the description box of the PRF.
- Write the transaction/requisition number directly on the supporting documentation.
- Scan the Non-EE Travel Summary Sheet with a copy of the receipts attached into PantherMart. If receipts contain sensitive information, block out this info before scanning, or deliver the document packet to Disbursements. Attach a copy of the summary sheet as a cover. Be sure to record the transaction number in the upper right-hand corner of the summary sheet.

*Account code (suggestions):

- 752100 (Direct Reimbursement to non-EE)
- 727142 (Reimbursement or payment to a 3rd party on behalf of a non-EE)

2.6 Non-Employee (NE) Airfare Purchased through AAA

AAA airfare may be purchased for non-employee travel.

Currently, there is an arrangement between Georgia State University and AAA which allows for direct billing of air travel.

- 1) Contact AAA Travel at (404) 413-9696 or 1(800) 284-1222 to obtain a quote for travel by air.
- 2) Enter a Payment Request Form (PRF) through PantherMart. **The VENDOR is AAA.** Enter the AAA quoted amount for the airfare.
- 3) Contact AAA to make the reservation. Provide AAA with the PantherMart P O number (generated from the PRF entry).
- 4) AAA will charge airfare expenses to the university travel P-Card. (Disbursements will prepare a journal entry to record the expense against the department's budget. Disbursements will then also delete the AAA PRF).

2.6.1 To Initiate a Transaction in PantherMart

To initiate an AAA (approval for airfare) in PantherMart:

- Enter a Payment Request Form for the vendor: AAA into PantherMart.
- Enter the name of the traveler, reason/purpose for the travel, and the dates of travel into the description box.
- It is not necessary to submit a payment document to Disbursements. The University's travel P-Card will be charged, and the department will be charged via journal entry.

* Account Code:

727142 (Reimbursement or payment to a 3rd party on behalf of a non-EE)

2.7 Non-Employee (Non-EE) Lodging

Non-Employee lodging may be reimbursed or paid directly to a provider via direct billing. GSU does not pre-pay non-employee lodging.

Allowable expense for lodging is based on per diem rates.

2.7.1 Per Diem Lodging Expense

Travelers may claim allowable amounts per day (per diem) for lodging. Rates vary by location (location of hotel).

Please note, GSU will allow up to 20% in excess of the allowable per diem. (Questions may be referred to Disbursements).

In State Travel:

http://sao.georgia.gov/vgn/images/portal/cit_1210/62/49/164649488SAO%20Travel%20Policy%202011.pdf

Travel Outside the State of Georgia:

<http://www.gsa.gov/portal/category/100120>

International Travel:

<http://oiaweb.gsu.edu/search/IntlTravel/IntlTravelForm.aspx>

2.7.2 To Initiate a Payment for Lodging via Direct Bill

- Enter a Payment Request Form payable to the (hotel) provider
- Enter the name of the traveler, and the purpose for the lodging/event in the description section of the PRF.
- Indicate the PantherMart transaction number (PO) on the vendor's invoice, and scan the invoice into PantherMart.

2.8 Relocation and Moving Expense Reimbursement

Note: **Relocation and Moving Expense Documents MUST be delivered to Disbursements in "Packet" form.** Attach the Payment Request Form to the packet, as a cover, then deliver packet to Disbursements. Write the transaction number in the upper right-hand corner of the PRF.

See Disbursements webpage for the document: [Relocation and Moving Expense Policy and Procedure](#)

(New - 5/04/2011)

2.8.1 To Initiate a Transaction in PantherMart

- Enter a Payment Request Form for the Moving Expense Reimbursement. Enter “Reimbursement of Relocation and Moving Expense” in the description field of the Payment Request Form.
- Attach a copy of the Payment Request Form (note transaction number in upper right-hand corner of form).
- Deliver **(do not scan)** completed documents to Disbursements for processing.

*Account code:

727131 (Relocation and Moving Expense Reimbursement)

2.9 Scholarships/Fellowships

Scholarship and Fellowship payments are generally made through Banner. **A (rare) payment through Disbursements requires documented pre-approved from the Office of Financial Aid.**

A small number of scholarships and fellowships will qualify for payment through Disbursements.

Disbursements may not process a scholarship or Fellowship payment until the request is reviewed and approved by the Office of Financial Aid.

2.9.1 To Initiate a Scholarship or Fellowship Payment

To initiate a Scholarship or Fellowship payment payable through Disbursements:

- Enter a Payment Request Form.
- In the description section of the form, indicate the purpose/reason for the payment.
- Attach confirmation *from the Office of Financial Aid* which provides that office’s approval for the payment. Approval must be current for the semester in which the payment will be issued.
- Attach documentation describing the payment, the amount of the distribution, and the name of the payee (receiver).
- Write the transaction number directly onto the supporting documentation.

- Deliver copy of the Payment Request Form, the award documentation, and the confirmation letter/memo provided by the Office of Financial Aid (stapled together) to Disbursements. When delivering, be certain to log the PRF transaction number on top of the document.

Note: The Office of Disbursements will often require additional information to ensure the payment is properly processed and reported. Allow sufficient time for processing.

2.10 Stipends

Stipends should be pre-approved for payment, by Disbursements.

Generally, stipends are reportable earnings. The term stipend is often mis-used. Disbursements may not make stipend payments to employees.

2.10.1 To Initiate a Transaction in PantherMart

- Enter a Payment Request form into PantherMart
- In the description section of the form, indicate the purpose/reason for the payment.
- Attach a detailed summary (memo or other documentation) for the purpose/reason for the stipend payment. Vendor's remittance address must be provided with the documentation.
- Deliver a copy of the Payment Request Form, and the memo/document which details the reason for the payment into PantherMart (stapled together) to Disbursements. When delivering, be certain to log the PRF transaction number on top of the document.

Note: The Office of Disbursements will often require additional information to ensure the payment is properly processed and reported. Allow sufficient time for processing.

2.11 Vendor Invoice (Goods, etc., Excluding Personal Services)

2.11.1 To Initiate a Transaction in PantherMart

- Enter a Payment Request Form (PRF) based on the information provided on the vendor's invoice.
- Write the PRF transaction number directly on the invoice (upper right hand corner) and scan the invoice into PantherMart, or deliver the invoice to Disbursements.

2.12 Other

Contact Disbursements via email with questions/inquiries on how to handle specific types of payments (not listed in this document). Email: accountspayable@gsu.edu or call Disbursements to discuss – (404) 413-3040.