



FINANCIAL SERVICES  
 University of Maryland, Baltimore County  
 1000 Hilltop Circle, Baltimore, MD 21250

**PAYMENT REQUEST REQUIREMENTS TABLE  
 AS OF April 5, 2022**

**1111-1253  
 All University Funds**

<b>&lt;=\$600</b>	<b>&gt; \$600 &amp; &lt;= \$5,000</b>	<b>&gt; \$5,000</b>
-------------------	---------------------------------------	---------------------

**Reimbursement**

***Business Expenses (Not Meals or Sensitive Equipment),  
 Registrations, Memberships***

***Grouped by who the payment is being made to***

<b>Faculty, Graduate Assistant's and Staff (Employee)</b>			
<b>Form Submitted</b>	PAW Payment Request Form	PAW Payment Request Form	PAW Payment Request Form
<b>Documentation Needed</b>	Detailed Receipts uploaded	Detailed Receipts uploaded	Detailed Receipts uploaded
<b>Approver (A)</b>	Departmental Approver In PAW	Department Business Manager.	UMBC Request for Reimbursement Signed by Department Head, not the requestor.

<b>&lt;=\$600</b>	<b>&gt; \$600 &amp; &lt;= \$5,000</b>	<b>&gt; \$5,000</b>
-------------------	---------------------------------------	---------------------

<b>Students (Not Graduate Assistants)</b>	<b>&lt;=\$600</b>	<b>&gt; \$600 &amp; &lt;= \$5,000</b>	<b>&gt; \$5,000</b>
<b>must have all the documentation above, plus:</b>	Documentation from Faculty/Staff Sponsor Endorsing Reimbursement	Documentation from Faculty/Staff Sponsor Endorsing Reimbursement	Documentation from Faculty/Staff Sponsor Endorsing Reimbursement

**(NOTE: Student addresses change frequently, be sure to check the students current address and the address as reflected in PAW. If they are different a new W-9 must be submitted to Procurement to modify the student vendor record.)**

	<=\$600	> \$600 & <= \$5,000	> \$5,000
<b>NON UMBC COMMUNITY MEMBERS</b>			
<b>Independent contractors, consultants, visiting faculty, prospective faculty or staff - must have all documentation required for employee reimbursement, plus:</b>	UMBC Request for Reimbursement Signed by Business Manager	UMBC Request for Reimbursement Signed by VP, Dean or higher	UMBC Request for Reimbursement Signed by VP, Dean or higher

<b>Sensitive Equipment</b>			
<b>All documentation as noted above must be included based on the associate affiliation, plus:</b>	Completed Addition to Inventory Form Showing the Acquired Asset has been tagged by the departmental Inventory Custodian.	Completed Addition to Inventory Form Showing the Acquired Asset has been tagged by the departmental Inventory Custodian.	Completed Addition to Inventory Form Showing the Acquired Asset has been tagged by the departmental Inventory Custodian.

<b>Invoices</b>			
	<=\$600	> \$600 & <= \$5,000	> \$5,000
<b>Form Submitted</b>	PAW Payment Request Form	PAW Payment Request Form	PAW Payment Request Form
<b>Documentation Needed</b>	Original Invoice	Original Invoice	Original Invoice
<b>Approver (A)</b>	Departmental Approver In PAW	Department Business Manager.	UMBC Request for Reimbursement Signed by Department Head, not the requestor.
<b>Procurement Review/Approval</b>		<b>YES</b>	<b>YES</b>

<b>Moving Expenses</b>	
<b>Form Submitted</b>	PAW Payment Request Form
<b>Forms Required</b>	1) UMBC Request for Reimbursement Form 2) Reimbursement of Moving Expenses Per Offer of Employment Form
<b>Documentation Required</b>	1) Original Invoices W/Proof of Payment 2) Copy of Employees Signed Offer Letter
<b>Exceptions:</b>	The employee may submit mileage and per diem allowances in lue of gas or meal receipts. If either option is chosen the employee must submit a signed statement detailing the items being claimed and showing the calculated dollar value of each.
<b>Approver (A)</b>	Department Approver in Paw

<b>MEALS(3)</b>	<b>&lt; \$2,500</b>	<b>&gt;=\$2,500 &amp;&lt;\$5,000</b>	<b>&gt;=\$5,000(1)</b>
-----------------	---------------------	--------------------------------------	------------------------

**Is the Meal for travel?** If "YES" Do not submit Payment Request, use UMBC travel system.

<b>Employee Only Meal (groups and individuals)</b>			
<b>Form Submitted</b>	PAW Payment Request Form	PAW Payment Request Form	PAW Payment Request Form
<b>Form Required</b>	Meal/Food Pre-Approval Form	Meal/Food Pre-Approval Form	Meal/Food Pre-Approval Form (2)
<b>Documents Required</b>	Detailed Itemized Receipt	Detailed Itemized Receipt	Detailed Itemized Receipt
	List of Attendees	List of Attendees	List of Attendees
<b>Approver (A)</b>	Director or Department Chair	Asst. or Assc.. Vice Provost, Asst. or Assc.. Dean, Asst. or Assc.. Vice President or higher	Vice President, Dean, Provost or higher
<b>Approver Dated</b>	Prior to meal occurring or caterer is engaged	Prior to meal occurring or caterer is engaged	Prior to meal occurring or caterer is engaged

<b>All Meals which include Non UMBC Employees</b>			
<b>Form Submitted</b>	PAW Payment Request Form	PAW Payment Request Form	PAW Payment Request Form
<b>Form Required</b>	UMBC Request for Reimbursement (2)	UMBC Request for Reimbursement (2)	UMBC Request for Reimbursement (2)
<b>Documents Required</b>	Detailed Itemized Receipt	Detailed Itemized Receipt	Detailed Itemized Receipt
	List of Attendees including Attendee Affiliation	List of Attendees including Attendee Affiliation	List of Attendees including Attendee Affiliation
<b>Approver (A)</b>	Director or Department Chair	Asst. or Assc.. Vice Provost, Asst. or Assc.. Dean, Asst. or Assc.. Vice President or higher	Vice President, Dean, Provost or higher
<b>Approver Dated</b>	Post Meal	Prior to meal occurring if caterer is engaged	Prior to meal occurring if caterer is engaged

Meal Reimbursements for Non-UMBC Employees			
	< \$2,500	>=\$2,500 &<\$5,000	>=\$5,000(1)
Form Submitted	PAW Payment Request Form	Contact The Office of the Controller for Direction Prior to Any Cost Being Incurred. No reimbursements will be made without pre-authorization and discussion.	
Form Required	Misc. Personnel Reimbursement Form		
Documentation Required	Detailed Itemized Receipt		
Approver	Vice President Or Dean		

- (1) Catered events of \$5,000 or more, require a competitive procurement unless the University has a contract in place for such purchases.*
- (2) For catered events, a requisition for a Purchase Order in PeopleSoft must also be processed with the signed Meal/Food Pre-Approval form provided to Procurement, unless the P-card can be used as identified by the Office of Procurement.*
- (3) For Shared Governance Groups, the Supervisor, who is to provide approval is the designee identified by the President's Office.*

HONORARIUMS	<=\$600	>\$600 & <\$5,000	> \$5,000
Form Submitted	PAW Payment Request Form	PAW Payment Request Form	PAW Payment Request Form
	Honorarium Form	Honorarium Form	Honorarium Form
Documents Required		UMBC Request for Reimbursement (4)	UMBC Request for Reimbursement (4)
Approver (A)	Departmental Approver In PAW	Department Business Manager or above, not the requestor.	Department Head, not the requestor.

*(4) Honorariums are often approved as a group of individuals participating in a specific activity for the benefit of the University. A Memorandum signed or DocuSign by the appropriate level approver can be substituted for a completed UMBC Request for Reimbursement if this is available.*

STIPENDS	<=\$600	>\$600 & <\$5,000	> \$5,000
Form Submitted	PAW Payment Request Form	PAW Payment Request Form	PAW Payment Request Form
Documents Required		UMBC Request for Reimbursement (5)	UMBC Request for Reimbursement(5)
Approver (A)	Departmental Approver In PAW	Department Business Manager or above, not the requestor.	UMBC Request for Reimbursement Signed by Department Head, not the requestor.

*(5) Stipends are often approved as a group of individuals participating in a specific activity for the benefit of the University. A Memorandum signed or DocuSign by the appropriate level approver can be substituted for a completed UMBC Request for Reimbursement if this is available.*

STUDY PARTICIPANTS	<=\$600	>\$600 & <\$5,000	> \$5,000
<b>Form Submitted</b>	PAW Payment Request Form	PAW Payment Request Form	PAW Payment Request Form
<b>Documents Required</b>	Institutional Review Board (IRB) Authorization Agreement	Institutional Review Board (IRB) Authorization Agreement	Institutional Review Board (IRB) Authorization Agreement
	Receipt for Funds Disbursed to Study Participant (One For Each Participant)	Receipt for Funds Disbursed to Study Participant (One For Each Participant)	Receipt for Funds Disbursed to Study Participant (One For Each Participant)
<b>Approver (A)</b>	Departmental Approver In PAW	Department Business Manager or above, not the requestor.	UMBC Request for Reimbursement Signed by Department Head, not the requestor.
<b>Students (Not Graduate Assistants)</b>			
<b>must have all the documentation above, plus:</b>	Documentation from Faculty/Staff Sponsor Endorsing Reimbursement	Documentation from Faculty/Staff Sponsor Endorsing Reimbursement	Documentation from Faculty/Staff Sponsor Endorsing Reimbursement

<b>TUITION REIMBURSEMENT (Employees)</b>	
<b>Form Submitted</b>	PAW Payment Request Form
<b>Documents Required</b>	Approved Application for Tuition Reimbursement Docusign Form Grade Report (6) Proof of Payment For Credits (7)
<b>Approver (A)</b>	Department Chair/Head Chief Human Resources Officer
<b>Approvals Dated</b>	Prior to First Day of Class

**(6) Grades of "C" or better qualify for reimbursement**

**(7) Tuition reimbursements are limited by:**

- a) 4 credits per semester for tuition reimbursement, and
- b) No more than 8 credits per semester of tuition remission and reimbursed credits.
- c) per credit reimbursement will be limited to the current per credit charge for graduate classes at the University of Maryland College Park
- d) Course fees and expenses are the responsibility of the employee

**(A) Electronic Approval within PAW is valid at all levels of approval. However, when an individual is not able to electronically approve the UMBC Request for Reimbursement form should be used to validate the approval.**