



**Payment Request
Forms Overview**

FORM	PURPOSE	NEEDED?	SUBSTITUTIONS
PAW PAYMENT REQUEST FORM	This is the electronic form within the PAW procurement system which facilitates all Payment Request.	When any payment request is required	No substitutions are available.
UMBC Request for Reimbursement	Used to accumulate meal and expense reimbursements from multiple dates. Provides a convenient way to total expenses. It is not used for meal expenses associated with travel.	Most often this form is necessary when expenses exceed \$5,000 and a department head or higher is required to sign in order to authorize an expense.	An internal email or signed memo from an authorized party may be used. The document must include the name of the payee, date of payment, detailed purpose of the payment and amount.
MEAL/FOOD PRE-APPROVAL FORM	Used to pre-approve meals/food for UMBC employee only meals.	Whenever a meal includes only UMBC employees. Including Faculty, Staff, GA's, Contract Employees etc.	No substitutions are available.
HONORARIUM FORM	Used to document the attestation of the recipient as to their status as an unaffiliated party and collect relevant information as to the individuals remittance address and purpose of the payment.	Needed whenever an honorarium is paid.	Department's may create their own Honorarium form. Substitute forms must include recipient name and address, purpose of payment, amount, recipient attestation as to employment status with the State of Maryland and USM.
REIMBURSEMENT OF MOVING EXPENSE PER OFFER OF EMPLOYEMENT	Federal law requires the University to report all reimbursements of moving expenses as taxable income to the employee. This Form is used to accumulate all sources of reimbursement so that accounting can report as required by law. This includes reimbursement by payment request, or the direct payment of expenses on behalf of the employee by pcard, dcard or any other form.	Whenever the University reimburses for moving expenses.	Departments may create their own form as long as it details expenses by category, and includes all payment types.
RECEIPT FOR FUNDS DISBURSED TO STUDY PARTICIPANTS	Used to authenticate payments to study participants.	Needed when reimbursing for participant study expenses.	Departments may create their own forms for their own use. Departments must include date of department, amount paid and the printed and signed name of the participant.

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RECEIPT FOR FUNDS DISBURSED TO STUDY PARTICIPANT (CONFIDENTIALTY ASSURED)	This form can be used in substitution of the above form Receipt for Funds Disbursed to Study Participants. This form allows the PI to provide attestation to payment without divulging the identity of the participant.	Needed when reimbursing for participant study expenses and confidentiality of participants must be maintained.	Departments may create their own forms for their use. Departments must include a case # or other identifying information so that payments may be audited, date of disbursement, amount and signature and printed name of interviewer.
APPLICATION FOR TUITION REIMBURSEMENT Tuition Reimbursement is subject to the policies and review and preapproval by Human Resources. Please find the form and related policies on their website at: Human Resources Website	This form is used to collect relevant information regarding course reimbursement request, for courses outside the USM participating remission program. As well as required approvals from the department and CHRO.	Must be completed prior to the first day of the course being requested with all approvals.	No substitutions are available.