



QUICK TIPS FOR PAYMENT REQUESTS

SALES TAX: WILL THE STATE REIMBURSE?

- **In Maryland stores?** NO, but you can provide your purchasers with UMBC's tax exemption certificate that they can show to the store cashier to have the tax removed
- **At restaurants?** YES, the state will reimburse for tax..
- **In non-Maryland locations?** YES, the state will reimburse for sales tax outside Maryland..

RESTAURANT MEALS

- **Alcohol purchases** should be on a separate receipt. They are not reimbursable.
- **The maximum tip** allowed is 20% of the subtotal of the bill.
- **Tax at restaurants** is reimbursable.
- **If there is no proof of payment on the receipt**, please provide a redacted credit card statement showing that the charge was paid.

The #1 reason for delay in the payment request process is...

...when the supplier's invoice/support documentation (name, address, etc.) doesn't match what is in PAW exactly. Please confirm that everything matches before proceeding!

STILL HAVE QUESTIONS?

Submit an RT ticket to the A/P queue at <https://rt.umbc.edu/>

ORDERING ONLINE

- Purchases must be sent to campus, not to a home address.
- The state does not reimburse for sales tax on Amazon.
- If ordering from Amazon or another electronic supplier, use PAW instead of having an individual purchase and get reimbursed with a payment request. Much easier!

DOCUMENTS NEEDED FOR MEAL REIMBURSEMENT

1. Meals for groups with UMBC and non-UMBC attendees

- Agenda or flier from event
- List of attendees with title and affiliation
- Detailed receipt(s) with proof of payment

2. Meals of UMBC personnel only

- All of the above, plus a Meal Pre-Approval Form

3. Meals for students

- Everything needed in #1 plus, if GSA or SGA, include the appropriate reimbursement form

MORE TIPS FOR SUCCESS!

- All attachments must be in PDF format.
- An individual cannot approve their own reimbursement.
- Travel expenses (parking, Uber receipts, hotels, etc.) must go through the Travel System.