

TRAVEL & EXPENSE MANAGEMENT (TEM) ALLOWABLE PAYMENTS LIST

- This document contains the list of items that are allowed to be paid in the Travel & Expense Management system (TEM). Items not contained in this document must be paid utilizing other processes in accordance with the rules and procedures for such processes.
- The payment request may be for any dollar amount, unless noted otherwise.
- If a purchase contract is required, other than one of the contract templates referenced below, payments for such contract must be initiated using an iBuy or Banner requisition and processed in accordance with the [OBFS Payments to Vendors](#), [Vendor Invoice Payment Process](#), or [P-Card Restricted Purchases](#) for computer software and electronic services.

Description
Agency account transactions (Fund 9)
Business Meals – Section 8: Determine the Allowability of Business Meals and Refreshments
Conference registrations paid to the conference provider less than \$20,000 (seminars, workshops, training for an individual)
Contract for Services Under \$10,000 Template (single-payment requests only) and Other Unit-Specific Contract Templates under \$10,000 where comptroller signature authority delegation has been approved by the OBFS Chief Business Officer or the AVP for Procurement – Section 1.3.2: Initiation, Review, and Approval of University Contracts and Leases
Employee Reimbursements for: <ul style="list-style-type: none"> • Travel expenses – Section 15: Determine Allowability of Travel Expenses • Educational materials purchased less than \$10,000 while in Travel status • Miscellaneous Reimbursements up to \$499 • Moving expense – Section 8: Request Reimbursement for Employee Moving Expenses
Financial Support and Sponsorship Payments – Section 8: Financial Support and Sponsorship Payments to Outside Organizations
Goods up to \$500 where no contract is required – Section 7.4: Cash Purchases
Honorariums less than \$5,000 – Section 8: Honorarium Payments
Hotels, meals, and transportation expense for non-employee – Section 15: Travel » Restricted T-Card Purchases
Human Subject Payments not paid under a program advance – Section 8: Payments to Human Subjects
Petty Cash purchases less than \$100 – Section 10.5: Petty Cash Funds
Postage Meter Refills less than \$50,000
Prizes and Awards less than \$50,000 – Section 8: Determine the Allowability of Gifts, Prizes and Awards to Individuals
Program Advances – Section 8: Open a Program Advance
Refunds (patients, staff, students) – Section 8: Refund Money to a Payee
Royalty Payments made by the University when the University is the owner or co-owner of intellectual property and shares in royalties with another entity or individual – This excludes royalty payments paid by the University to access/use another entity's intellectual property
Travel Advances – Section 15: Open a Travel Advance
University Related Organization (URO) Payments – Authorized Payments Only
Utilities