AST's Guide to Requesting Payments
Decision Tree

Key Term: Payment
Money owed to an individual or a business for goods or services (including honoraria and invoice payments), or in requesting an advance of travel funds for University business.

Start

1 Who Needs Payment?

Vendor/Supplier

Guest/Non-UW Employee

UW Student

UW Employee

2 Is the Student a UW Employee?

No — Yes

3 Is the Payment for a Field or Travel Advance?

No — Yes

Use the Accounts Payable and Purchasing Form to Make an Invoice Payment, or to Create a Purchase Order (PO) or Blanket Purchase Order (BPO)

Use the Guest Payments and Reimbursements Form to Request Honorarium Payments, Payments for Services, and Research Subject Payments

Use the Compensation Form to Request One-Time Payments or Temporary/Additional Compensation for UW Employees

Use the UW Travel and Field Advance Form to Request an Advance for UW Employees

For units in cohorts, the **Administrative Assistant 3** submits these requests on behalf of vendors/suppliers, guests, or non-UW employees.

For units in cohorts, the **HR Manager** submits these requests on behalf of UW employees.

For units in cohorts, **UW employees** submit these requests themselves.