

To make miscellaneous payments, such as REU/SRP*, Research Subjects, Services, Honorariums, Stipends, Awards, Scholarships, Housing Allowance, see the below chart for the G/L Code(s) and documentation that are required.

NOTE: With the exception of research subjects and scholarships, payments to employees must be made through Payroll.

*Research Experiences for Undergraduates (REU), Summer Research Program (SRP).

**526902 & 526905 are for research subjects, not those who conduct the research survey etc.

***Visiting Personnel is a substitute W9.

Payment Type	G/L Code	If Amount:	Provide SS#	Permanent Address	W-9 Required	Request Payment of A/P Using
REU or SRP*	521701	Any Amount	Y	Y	Y	NA for CEHS - Discuss with
Research Subject	526905**	If, per survey, participant is paid \$50 or less; or less than \$600 is paid in	N	Y	N	Warrant Request
Research Subject	526902**	If, per survey, participant is paid \$50.01 or more; or more than \$600 is paid in calendar year	Y	Y	Y N***	Warrant Request Visiting Personnel (preferred)
Service Performed for University	526900/ 526908	Any Amount	Y	Y	Y N	Service Providers Invoice, Contract Pcard (per individual limits)
Honorarium/Speaker Fee	526500/ 526508				N***	Visiting Personnel
Stipend-payment made to assist in covering expenses incurred to attend workshop, meeting etc.	521701	Any Amount	Y	Y	Y N***	Warrant Request Visiting Personnel
Award-no service provided for	521701	Any Amount	Y	Y	Y N***	Warrant Request Visiting Personnel
Scholarships	526900	Any Amount	Y	Y	N Y	Financial Aid Warrant Request
Ambassador Payment	526900	Any Amount			N***	Payroll Visiting Personnel
Housing Allowance	521701	Any Amount	Y	Y	Y N***	Warrant Request Visiting Personnel
Tuition Reimbursement	562200	Any Amount	N	N	N	Use Agreement to fund form