



Request Type / Business Purpose

If you need access to a certain Request Type, please email Maria.Nielsen@admin.utah.edu.

Questions about Request Types with a ➔ symbol should be directed to Travel and Reimbursement Services at travel_question@utah.edu. Questions for all other payment types may be sent to Accounts Payable at ap@admin.utah.edu.

ARUP (AR)

- ARUP lab services

Fees/Associations/Dues (<\$10,000) (FA)

- Accreditation
- License or Exam Fee
- Membership (New)
- Membership (Renewal)
- Periodical Subscriptions
- Registration
- Social Dues

Guest Lecturer/Performer (<\$10,000) (GP)

- Lecturer/Performer Services
- Concert Performer/Lecturer

Independent Contractor/Consult (<\$10,000) (IP)

- Independent Contractor/Consult (Not Exceeding \$10,000)

Misc. (MC)

- Bank Payment
- Commission on Concessions
- Consignment
- Contest/Recognition Award
- Contractual Cost Share (non-research)
- Funds Transfer (3rd Party)
- Grant Funded Subsidy
- Honorarium
- Insurance Premium (Non-Student)
- Legal Services
- Medical Services
- Salary Leaseback
- Taxes/Fines/Penalties
- Other (Preauthorization Required) *

Petty Cash (PC) *

- Petty Cash

Refunds (RE)

- Refund (Not a Reimbursement)

Royalties & Funding (RY)

- Copyright
- Donation
- Patent Expense
- Royalty
- Seed Funding
- Stock Purchase

Scholar/Fellow/Traineeship (SF)

- Scholar/Fellow/Traineeship

Software <\$5,000 (SW)

- Software <\$5,000

Student & Educational Payments (SP)

- Clerkships
- Insurance Premium
- Student Assistance
- Student/Contest Prize/Award
- Student Loan Payment
- Tuition Direct to Institution

Study Participants (PS)

- Study Participation
- Stakeholder / Advisory Group Participant

Invoice Not Exceeding \$10,000 (DP)

- Supplier Invoice (Not Exceeding \$10,000)

Utilities & Freight (UF)

- Utilities
- Freight

➔ Employee Reimbursement (EM)

- Reimbursement

➔ Non-Employee Reimbursement (NR)

- Reimbursement

➔ Employee Conf Reg/Hotel Pay (TR)

- Hotel Direct Bill for Employee
- Conference Reg for Employee

➔ Non-Employee Travel Payment (GT)

- Guest Travel Payment