



Disbursement Voucher Payment Reason Codes

Payment Reason Code	Payment Reason Name	Payment Reason Description	Object Code or Object Level Code
A	Prize and/or Award	Payments made for Prizes and Awards must be made to Non-employees only. Awards may not include personal services, contest winnings, and scholarship or fellowship payments. These payments are generally for punitive damages and/or settlements. You must enter the fair market value of merchandise that has been won. For payments of Prizes and Awards to University Employees, please contact University Payroll.	3140, 7470
B	Reimbursement for Out-of-Pocket Expense	Reimbursement for Out-of-Pocket Expenses may be made to university employees. These reimbursements are paid to an individual who incurs out-of-pocket expenses on behalf of their departmental business operations due to an emergency. This payment reason may not be used in lieu of the procurement process. A reimbursement should not exceed the department's delegated purchasing authority. No travel or personal service payments may be made using this payment reason.	3210, 3285, 3315, 3914, 3916, 3918, 3922, 3924, 3948, 3950, 3952, 4920, 4930, 4931
C	Payment to Research Participant	Research Participant should be used for payment of services rendered by individuals during the course of their participation in research projects/programs. The object code would be 3130.	3130
D	Refund of Academic Services/Aux Fac Fees	Refund for Academic Services or Auxiliary Facilities fees assessed against students for educational purposes	0172 0189
E	Refund Sales/Services & Misc. Sales/Serv.	<p>Refund of Sales or Services that are related to instruction or research Short Course Registration Fees, Lab Services and Fees, Conference Registration Fees, etc. or Short Course Related Services Sales, Merchandise Sales, Ticket Purchase, etc.</p> <p>Refund of Miscellaneous Sales or Services including, Health Center, Chemistry Breakage Fee, etc.</p>	<p>0500, 0505, 0507, 0508, 0509, 0562, 0570, 0599</p> <p>0901, 0911, 0926, 0938, 0940, 0969</p>



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F	Repayment to Agencies	Repayment to Agencies for contract and/or grant funding. This payment reason may not be used for refunds of fees, tuition, or residence hall payments.	6323, 6352, 6354, 6440
G	Freight	Payments for Freight Services	3728, 7470
H	Honorarium	Payments to non-state employees who serve as educational guest speakers/lecturers and advisors for non-routine events	3110
I	Insurance	Payment of premiums for insurance held by the University against fire, tom accident, death or property damage, forgery, surety, and theft (excludes automobile and postal insurance)	4901, 4902
J	Communication	This category includes expenses related to a system (e.g., telephone) for communicating, and the technology of the transmission of information (as by printed telecommunication, or the computer).	3210, 3220, 3230, 3240, 3250, 3270, 3285
K	Working Fund Check Request	To be used only for the submission of the DV for a Working Fund Check	COMM, CONT, EQPO, FCHG, GRSD, LNST, OPMA, SUPP, TRAV, TSPF, AUXR
L	Payments for Contractual Agreements	Used to make payments required under a contractual agreement.	3710-3890
M	Employee Relocation	Moving Reimbursements are payments to new University employees for relocation/moving expense. These payments are subject to University policy on Moving Expenses.	3770
N	Travel Non-Employee	Travel for a Non-employee reason is used when a reimbursement for travel expenses is to be made to a non-employee. This payment reason may not be used for employee travel. ELF Travel form must be completed. This category also includes Business Meals.	3311-3383



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O	Association Dues and License Fees	Payment of fees paid for membership of various organizations and fees paid for licenses issued in the performance of state related operations	4930, 4931
P	Operating Leases	Expenses for leased motor vehicles, other land vehicles, aircraft and watercrafts which includes lease, gas & oil, maintenance & repair, etc.	3611-3646
Q	UMES Student Refunds	University of Maryland Eastern Shore Student Refunds. This payment reason is to be used for integration purposes only.	UMES Only
R	Royalties	Compensation for use of property or right based on an agreed portion of the income arising from such use, e.g., the periodic payment to the owner of land for oil, coal or minerals extracted; to an author for sale of his/her book; to a manufacturer for use of its processing equipment. Any payments associated with royalties, rights and permissions should use this payment reason.	3150
S	Subscriptions	Payment of subscriptions for magazines, newspapers, and periodicals	4920
T	Rental Payment	Rents include rental payments for some equipment and space.	4970
U	Utilities	Payments for Utilities includes fuel, gas, electric and water services for University expenses only.	3510, 3511, 3520, 3530, 3540, 3544, 3550, 3590, 3591, 3592
V	UMCP Library Vendor Payments	University of Maryland College Park Library Vendor Payments. This payment reason is to be used for integration purposes only.	LIBR
W	Working Fund	To be used for by the Accounts Payable Working Fund processors only. This reason will be used when reimbursement from state to replenish the working fund is requested.	7470
X	Refund of Sales and/or Services Aux.	Refund of Sales or Services that are related to the operation of auxiliary enterprises including auxiliary facilities and recreational facilities fees. An auxiliary enterprise is an entity that furnishes goods and services to students, faculty, or staff and that charges a fee related to the cost of the goods or services. These include Residence halls, Dining	0771, 0774, 0775, 0781, 0782, 0784, 0794, 0809, 0836, 0841,



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		Services, Intercollegiate Athletics, Student Union, Transportation Services, etc.	0848, 0849, 0869, 0888
Y	Petty Cash Reimbursement	To be used only by the Petty Cash Custodian when requesting reimbursement to the Department Petty Cash	0938, 0969, 3912, 3914, 3916, 3918, 3922, 3924, 3948, 3950, 3952, 3990, 3991, 6332
Z	Claims, Settlements, or Tax Payments	Claims include payments for external insurance claims and payments for worker's compensation.	4831