Start Here:  
Will the host department be paying a fee for services beyond travel expenses?

- **No**
  - A contract is not necessary.
  - Is the guest considered to be a:
    - **Non-UO Participant** - this is scholarship type travel where the benefit is primarily for the participant guest traveler?
    - **Volunteer** - There is no compensation or remuneration, the university receives the primary benefit of the volunteer’s services, services are requested by the university, the university oversees the work?

- **Yes**
  - A contract or Service PO will be necessary
  - DO NOT PURCHASE AIRFARE or other travel expenses until vendor type has been identified
  - Existing Vendors: https://ba.uoregon.edu/content/vendor-setup#1-vendor-searches
  - New vendor: https://ba.uoregon.edu/content/vendor-setup#2-new-vendor-requests
  - Is the vendor an individual, a company, or an individual doing business as a company (dba)?
    - **Individual**
    - **Company or a dba** (doing business as a company)

- **Volunteer**
  - Traveler must complete the Volunteer Service Form
  - The volunteer may be reimbursed for travel.
  - The UO may pay for travel expenses directly (Airfare paid with Lodge Card, direct bill hotel/taxi)
  - Travel expenses reimbursed to the volunteer and/or paid with the lodge card must be processed through Concur.
  - Travel expenses must comply with UO Travel Policy and IRS Accountable Plan

- **Non-UO Participant**
  - Non UO Participant Support payments are processed in Concur, are required to adhere to UO travel policy and require itemized receipts.
  - Account code 28632 for non resident aliens
  - Account code 28636 for US citizens

- **Contract or Services PO (formerly Honorarium)**
  - Fixed fee can be budgeted to include travel expenses
  - Pay as a Banner invoice using account code 24599 for US residents/24595 for non-resident aliens.
  - UO does not arrange or pay for any travel expenses directly to third parties.
  - The fixed fee paid to the traveler is 1099 reportable

- **Contract or Services PO plus direct payment to third party vendor**
  - Travel expense must be specified in the contract and paid by the traveler
  - Travel expenses are reimbursed via Concur Expense Report using Guest Policy
  - Receipts are required
  - Travel expenses must comply with UO travel policy and IRS Accountable Plan
  - UO may pay travel expenses directly to third parties (Airfare on Lodge Card/direct bill taxi/hotel)

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**Best Business Practice for UO!**