

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

No

Yes

- 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?

**Volunteer**

**Non-UO Participant**

- 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 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

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

- 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)**

**Contract or Services PO (formerly Honorarium)**

**Contract or Services PO plus direct payment to third party vendor**

**Contract or Services PO plus travel reimbursement**

**Best Business Practice for UO!**

- 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

- Travel expense must be specified in the contract to be paid to third party vendors (Air/Hotel/Taxi)
- 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

- Travel expenses 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)

- Traveler will arrange and pay for their travel and be reimbursed through Banner using account code 24599 or 24595
- UO will not pay a third party vendor directly (Airfare on the Lodge Card or direct bill hotel/ taxi).
- Travel expenses may be budget into the honorarium/ fixed fee.
- Receipts are not required
- Travel expenses do not have to comply with UO Travel Policy
- Travel expenses are 1099 tax reportable