

Concur Invoice

Sample Payments for Each Request Type

Vendor Payments	Service Payments	Non-Employee Reimbursements
Typical vendor payments include but are not limited to:	Typical service payments include but are not limited to:	Reimbursements to:
Payment for Goods (i.e. Office Supplies, Books, Brochures) Subscriptions, Membership Dues, Software Licenses, Koret Refunds, Application Fee Refunds, Other Refunds, or large company services (LLC, Inc etc)	Consulting, Honorariums, Awards/Prizes, Psychiatric Services, Close Captioning, Freelance Writing, Copy Editing, Proof Reading, Translation, Transcription, Graphic Design, Film Editing, Photographer, Videographer, or any service provided by an individual * Please check https://myusf.usfca.edu/internal-audit/independent-contractors to review the list of payments that do not require Independent Contractor Approval	Student Workers, Speakers/Lecturers, Consultants, Temps and other guests etc. This category also includes Petty Cash reimbursements.