

Fellowship Service Payments

Submitting a fellowship payment is slightly different than a regular service payment so please make sure to contact both Accounts Payable (AP) and Internal Audit & Tax Compliance (IATC) before submitting anything in Concur Invoice. Please follow the following steps in order to ensure quick processing:

1. Contact AP & IATC to inform both departments of the upcoming payments.
2. Provide a W-9 (domestic) or W8-BEN (foreign) to IATC so that proper taxation determination can be made. Foreign vendors will be processed via the Glacier system.
 - a. If the payment is deemed taxable, IATC will review if the vendor is eligible for tax treaty benefits and then provide the submitter and AP with correct tax withholding percentages.
 - b. Out of state vendors will not be subject to federal tax, only a CA tax of 7% if the payments exceed a total of \$1500.
3. Once this portion is complete, you are ready to submit your request in Concur Invoice.
4. Submit ONLY ONE payment request for the entire payment. Payment for services and reimbursable expenses cannot be split up because fellowship payments are special and they must be handled as one.
5. Use FELLOWMMDDYY as the invoice number naming convention.
6. Select "Service Payment" as the request type.

Please contact AP or IATC if you have any questions regarding this process.