## Payment Request eForm

The Payment Request Guidance page will guide submitters to the correct eForm for preparing and submitting a payment based on Payee and Payment Type.

<table>
<thead>
<tr>
<th>Who we pay</th>
<th>Payment Type</th>
<th>eForm</th>
<th>Payment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dartmouth Employees</td>
<td>What Type of Payment?</td>
<td>Travel/Business Expense</td>
<td>Request iExpense Expense Report be prepared for travel or other business that need to be reported for reimbursement or clearing Corporate Card charges or Cash Advance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Payment</td>
<td>Request payments for non-travel or expense reporting (e.g. Gilman Loan, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cash Advance</td>
<td>Advance for group travel where Corporate Card limits do not provide sufficient access to cash</td>
</tr>
<tr>
<td>Dartmouth Students</td>
<td>What Type of Payment?</td>
<td>Travel/Business Expense</td>
<td>Expenses for Travel or other Business that need to be reported for reimbursement or clearing Cash Advance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Payment</td>
<td>Request payment for research awards, fellowships, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cash Advance</td>
<td>Request advance payment for travel or other student activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Prizes and Award</td>
<td>Report a prize or an award for students, may request payment</td>
</tr>
<tr>
<td>Visitors</td>
<td>What Type of Payment?</td>
<td>Travel/Business Expense</td>
<td>Request reimbursement for travel or other business activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Payment</td>
<td>Request payment for services provided to the College (e.g. honorariums)</td>
</tr>
<tr>
<td>Vendors</td>
<td>Do you know Purchase Order Number?</td>
<td>Yes</td>
<td>Submit an invoice with a PO, provide the PO number, and provide additional information and or route to approvers for invoices &gt;$25,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>Non-PO Invoice - submit an invoice to provide chart string and route to approvers</td>
</tr>
</tbody>
</table>
### Types of Payments

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>What is it?</th>
<th>Who can be paid</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel/Business Expense</td>
<td>Expenses for Travel or other Business that need to be reported for reimbursement or clearing Cash Advance</td>
<td>Dartmouth Employees* Dartmouth Students Visitors</td>
<td>Documentation not required for expenses &gt;$75 *Employees will direct to the Expense Report Request eForm</td>
</tr>
<tr>
<td>Other Payment</td>
<td>Payment Requests to individuals or organizations (e.g. Honorariums, Research Fellowships/Internships, Institutional Payments)</td>
<td>Dartmouth Employees Dartmouth Students Visitors Vendors</td>
<td></td>
</tr>
<tr>
<td>Cash Advance</td>
<td>Request advance payment for travel or other business activities</td>
<td>Dartmouth Employees Dartmouth Students</td>
<td>Employees Advances should be restricted to when Corporate Card is unavailable or insufficient (e.g. group travel)</td>
</tr>
<tr>
<td>Student Prize and Award</td>
<td>Reporting and Payment Request for student prizes and awards</td>
<td>Dartmouth Students</td>
<td>The payment types will direct to the Student Prize and Award eForm</td>
</tr>
<tr>
<td>PO Invoice Payment Request</td>
<td>For Invoice payment submission when PO is known and additional information needs to be provided for processing payment</td>
<td>Vendors</td>
<td>By Vendor’s notating PO number on eForm All PO invoices &gt;$24,999 must be approved</td>
</tr>
<tr>
<td>Non-PO Invoice Payment Request</td>
<td>For Invoices payments submission when there is no PO or the PO number is unknown</td>
<td>Vendors</td>
<td>All Non-PO Invoices must be approved</td>
</tr>
</tbody>
</table>

### Payment Request – Getting Started

Single sign-on Web Authentication is required when accessing Finance Center eForms. You will be prompted to log-in using your Dartmouth NetID and password, if you have not been prompted to authenticate previously with another College system. You will remain logged in until you have closed all your browser windows.

1. Go to: [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html)
2. Select: Invoice and Payment Request
3. Select the option most applicable to 'Who are you paying?'
4. Select the option most applicable to 'What Type of Payment?' or if 'Vendor' select 'Yes' or 'No' to: 'Do you have a PO number?'
5. Based on your selection, the system will navigate you to the appropriate eForm.
Note that when you select one of these buttons, the options will not be the same beneath each payment type. As you click between each of the green buttons you will see another row of varying buttons appear so that you can select the specific payment type that needs to be made for each of the four payee types. A brief overview for each payee type is below, to describe the pay types under each payee, and what they are used for. Actual form screenshots and instructions will follow after that.

**PAYING A DARTMOUTH EMPLOYEE:**

*Who Are You Paying?*

- Dartmouth Employee
- Dartmouth Student
- Vendor
- Other
- Cancel

*What Type of Payment?*

- Travel/Business Expense
- Other Payment
- Cash Advance

When you are paying a Dartmouth Employee, you have three different payment type options, Travel/Business Expense, Other Payment, and Cash Advance.

**Travel/Business Expense** - when you click this button, it actually takes you to the Expense Report Request, which is the form that should be used for any employee reimbursements for business expenses and travel expenses alike. A Payment Request form is not the correct pay method, so it automatically corrects this, and seamlessly routes you to the proper form. That is the form to use when you have any employee business expenses and/or travel that needs to be reimbursed, or processed in order to clear out a cash advance, as well as to clear corporate card activity.

**Other Payment** - when you click this button, it will bring you to the Payment Request form. The types of employee payments that this form would be used for are non-payroll payments that are also not reimbursement based. Examples would be staff loans, workers compensation payments, etc.

**Cash Advance** - when you click this button, it will bring you to the Payment Request form, which includes fields similar to the old Cash Advance Forms. This is where employees can request funds in advance of travel if needed.

**PAYING A DARTMOUTH STUDENT:**

*Who Are You Paying?*

- Dartmouth Employee
- Dartmouth Student
- Vendor
- Other
- Cancel

*What Type of Payment?*

- Travel/Business Expense
- Other Payment
- Cash Advance
- Student Prize & Award

When you are paying a Dartmouth Student, you have four different payment type options, Travel/Business Expense, Other Payment, Cash Advance and Student Prize and Awards.

**Travel/Business Expense** - when you click this button, it will bring you to the Payment Request form because students are not processed through iExpense like employees are. This is the form to use when you have any business expenses and/or travel that needs to be reimbursed, or processed in order to clear out a cash advance.

**Other Payment** - when you click this button, it will bring you to the Payment Request form. The types of student payments that this form would be used for are non-payroll payments. Examples would be the payment of awarded grants/internships/fellowships/scholarships, as these are not considered employment based payments. Note that this
is NOT the same as the Student Prize and Award form (see below). That form should be used for actual prizes awarded to students, whether they be cash or non-cash prizes, typically as part of the annual Graduation Ceremony.

Cash Advance - when you click this button, it will bring you to the Payment Request form, which includes fields similar to the old Cash Advance Forms. This is where students can request funds in advance of travel (or other student activities) if needed.

Student Prize & Award - when you click this button, it actually takes you to the Student Prize and Award form, which is the form that should be used for any student payments of this type. A Payment Request form is not the correct pay method, so it automatically corrects this, and seamlessly routes you to the proper form which will have all the specific fields needed to process these pay types. This form is used for paying and tracking xxxx

PAYING A VENDOR INVOICE:

Who Are You Paying?

- Dartmouth Employee
- Dartmouth Student
- Vendor
- Other
- Cancel

Do you know the Purchase Order Number?

- Yes
- No

The buttons here could be a bit misleading, but when you are paying a vendor, you essentially have two options. You either have an invoice that has a PO associated with it, OR you have an invoice that does not require a PO. (Note - If you have an invoice that requires a PO, but does not currently have one, you will need to submit that invoice separately, using the Purchase Request form, not the Payment Request form. The Payment request form would be used to submit an invoice after a PO has been set up). If there is an instance where you know it has a PO already, but you cannot remember what the PO# is, you can simply note that on the form. Each of these two buttons will technically bring you to the same form, BUT there are slight variations to the form depending on the Payment Type selected, PO or Non-PO. Examples of the actual forms will follow these payee type overviews.

PAYING OTHER:

Who Are You Paying?

- Dartmouth Employee
- Dartmouth Student
- Vendor
- Other
- Cancel

What Type of Payment?

- Travel/Business Expense
- Other Payment

When you select Other, you have two different Payment Type options, Travel/Business Expense, and Other Payment. Selecting the Other Payee Type is used when not paying a student, an employee, or an invoice from a vendor.

Travel/Business Expense - when you click this button, it will bring you to the Payment Request form because external, non-Dartmouth individuals are not processed through iExpense like employees. This is the form to use when you have any business expenses and/or travel that needs to be reimbursed to external individuals.

Other Payment - when you click this button, it will bring you to the Payment Request form. The types of payments that this form would be used for are the same payments that were previously on RFPs or MIPVs. Examples would be honorariums, refunds, any payments to be made that do NOT have an invoice associated to generate the payment.