

Process:	Payment Request/Financial Voucher Request (FVR)		
Contact:	Humanities and Social Sciences	Last Revision	5/3/2025
	Financial Services	Date:	

Introduction:

Purchases are coordinated through each unit's business liaison. However, approval is granted for individuals to make a purchase with their funds and request reimbursement. The Payment/Reimbursement Request form is used for payments under \$5,000, including supply purchases over \$2,500. **Supply purchases less than \$2,500 are not allowable through the reimbursement process** as using MarketPlace or a university-issued procurement credit card (PCard) are less costly and more efficient. Generally, we shop the MarketPlace first. For purchases allowable as PCard transactions, use of a PCard is our preferred method of issuing payment.

General Process:

The Payment/Reimbursement Request Form is routed through the unit's business liaison, who then coordinates the issuance of an electronic fund transfer as payment. The university Controller's Office generates payment based on the information provided. Payments should be received within 30 days of receipt of the request.

A. Completing a Payment/Reimbursement Request Form:

1. If payment is to a Foreign National, contact the [International Compensation & Taxation Office](#) to ensure payment can be received.
2. Access the form on the Financial Services website and note the header information provided.
3. Select the type of request being submitted. Questions will appear based on the selected request type
4. Provide the requested information.
5. Attach/upload the required supporting documents (specific documentation is listed below).
6. Click the submit box. The request will route to the business liaison and administrative leader based on the department selected for the request. Approval decisions will be communicated using the email provided with the request.

Specific Documentation Required for Purchases that Include Alcohol:

- **Appropriate prior-approved** alcohol purchase authorization form
- Alcohol charges must be identified on the receipt/invoice
- Event announcement, visitor agenda (something to substantiate the event)
- List of attendees

Specific Documentation Required for Personal Reimbursements:

- Multiple purchases that are not travel-related can be combined on the same FVR.
- Food and non-food items should be identified on the receipt/invoice.
- If an alcohol purchase is included, refer to [Specific Documentation Required for Purchases that Include Alcohol](#)

- If reimbursement is travel-related, refer to [Specific Documentation Required for Prepaid Travel Reimbursements](#)

Specific Documentation Required for Prepaid Travel Reimbursements:

- A fully-approved travel authorization is required, and must be notated on all requests, for all travel expense prepayments.
- A traveler may pay for allowable travel expenses prior to the travel dates (prepaid expenses). There is no time constraint on requesting reimbursement of prepaid expenses via a voucher request, except when travel begins prior to June 30th and ends after June 30th, thereby crossing from one fiscal-year into another. If the **domestic** travel is crossing fiscal years, the travel must be completed by July 31st for the request for reimbursement of prepaid expenses to be allowable. If the **international** travel is crossing fiscal years, the travel must be completed by Aug 31st for the request for reimbursement of prepaid expenses to be allowable. Reimbursement of prepaid expenses may always be included on Travel Reimbursement Request submitted after travel has been completed.
- Due to the time needed to process a voucher request in the financial system, reimbursement requests for prepaid expenses cannot be processed within three weeks of the travel begin date; these expenses should be included on the Travel Reimbursement request upon completion of the travel.
- Include documentation of the travel business purpose, e.g., conference webpage (date, time, location, and registration rates), meeting agenda, research goal(s), and/or e-mail from event organizers (something to substantiate the event).
- Translate any foreign invoices/receipts and provide currency conversion sheets OANDA is the www.oanda.com/currency/converter preferred website for conversions.
- **Do not** include non-travel related expenses with a pre-paid travel reimbursement voucher request.

Specific Documentation Required for Invoice Payments:

- If payment is to an individual providing service, a contract and independent contractor checklist is required. Both should be uploaded to the [contract portal](#) for **approval prior to the start of each job**; then a copy of both should be submitted with the FVR.

Specific Documentation Required for Honoraria:

- **Employees and Students are not eligible to receive Honoraria payments**
- **International Suppliers must first be cleared through the [International Compensation & Taxation Office](#) before agreeing to payment.**
- Copy of email, letter of invitation, event announcement/flyer
- If desiring to present the honorarium at a ceremony, allow three (3) weeks for processing and check pickup.
- Please indicate if the department or recipient will pay any required tax withholdings in the purpose section of the FVR. For honoraria payments exceeding \$1,500, or if the recipient's total from NCSU during a calendar year exceeds this amount, a NC state tax of 4% will be withheld as well. Honoraria payments to foreign nationals may be subject to federal tax withholding; please contact the [International Compensation & Taxation Office](#).
- **Please Note: If travel expenses are to be reimbursed to the honoree, the expenses must be included with the honoraria payment. A separate travel reimbursement is not allowed.** controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/honorariums

Specific Documentation Required for Awards:

- For **student awards only**, contact Academic and Faculty Affairs Director of Student Recruitment, Retention and Engagement (Dara Leeder). Awards are never processed on state funds; in most cases, enhancement or endowment funds are used. If you are using grant funding, work directly with the College Research Office. Remember, awards for students can only be paid via [Office of Scholarship and Financial Aid](#) to currently enrolled NCSU students. Requests must be submitted in time to be processed while the student is enrolled. It is strongly recommended that requests be submitted at least 30 days prior to the end of an enrolled semester. This is true for all students, but particularly important for graduating students.
- Documentation of the award process and/or selection notification is required.
- Full name of recipient, email address, physical address, and association to NCSU are required.
- If the recipient is an employee, the award amount may be taxable. Employee awards will require a pre-approved Non-Salary Compensation Form, located on the Office of Financial Services [website](#)

Important: Any award payment could be subject to taxation.

Specific Documentation Required for Gifts:

- Purpose for gift-giving
- If presenting the gift at a ceremony, allow three (3) weeks for processing & check pickup
- If the recipient is an employee, include employee name; gift value may be taxable.
- Employee gifts may require prior Board of Trustee approval. Please see additional reference for [Prizes and Awards](#).

Specific Documentation Required for Computer Hardware & Software:

All Computer hardware and software purchases must be approved by CHASS Information Technology (IT) an email with their approval uploaded or attached

Important: Any gift payment could be subject to taxation.

Additional References:

Vendor Payments: http://controller.ofa.ncsu.edu/vendor_payments/

Alcohol Purchase: <http://busoffice.chass.ncsu.edu/principles.php>

Honoraria for Foreign Nationals: <https://controller.ofa.ncsu.edu/tax-compliance/foreign-national-tax-compliance/foreign-national-honoraria/>

Honoraria:

<https://controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/honorariums/>

Prizes and Awards <https://controller.ofa.ncsu.edu/files/2014/05/Prizes-and-Awards-Taxation-of-Gifts-Prizes-and-Awards-FINAL-5.19.2015.pdf>