## NON-PO PAYMENT REQUISITION MATRIX

<table>
<thead>
<tr>
<th>Activity</th>
<th>Business</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Honorarium HR</td>
<td>Expense</td>
<td>Registration is (i.e., one or one day event basis payment made for activity for non-student, provided study support and to non-classroom activities for non-universities, and to universities, provided for other authorizations, such as deduction of fares, etc.)</td>
</tr>
<tr>
<td>Rental/Lease Specialized Support</td>
<td></td>
<td></td>
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<tr>
<td>Space Rental/Lease</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Definitions
- **Definition:** The documentation needed for each type of payment should include:
  - The activity description
  - The business description
  - The other description (e.g., individual, group, etc.)
  - Any additional documentation required by the vendor
  - Completed conditions
  - Any other documentation related to the payment

### Reimbursement
- **Process:** The reimbursement process should include:
  - The individual or group responsible for the reimbursement
  - The date of reimbursement
  - Any other documentation related to the reimbursement

### Vendor Payment
- **Process:** The vendor payment process should include:
  - The vendor's name and address
  - The vendor's signature and date
  - Any other documentation related to the vendor payment

### Other Information
- **Additional Information:** Any additional information, such as the vendor's contact information, should be included in the documentation.