<table>
<thead>
<tr>
<th>Payment Request Type</th>
<th>Definition</th>
<th>Commodity Code</th>
<th>Account Code(s) Linked</th>
<th>Employee Payment</th>
<th>Student Payment</th>
<th>HOW TO PAY: Student Employee</th>
<th>3rd Party Individual</th>
<th>3rd Party Vendor</th>
<th>Required Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency</strong></td>
<td>Free payments from AGCY codes where UD is the fiscal agent for funds which belong to related third parties (not UD-related businesses). AGCY codes can still be used to conduct regular business, such as purchasing office supplies from non-contracted office supply company.</td>
<td>AGCY only</td>
<td>NF-AGCNY</td>
<td>TID</td>
<td>$ Contract</td>
<td>Pay via Indiv Webform</td>
<td>$ Contract</td>
<td>N-POP FORM</td>
<td>N-POP FORM</td>
</tr>
<tr>
<td><strong>Award/Prize</strong></td>
<td>Cash awarded or prize to a student or non-UD employee for achievement, performance or competition for programs and activities that support the primary missions of the University. Includes funds from competitions awarded to non-individuals.</td>
<td>No Restrictions</td>
<td>NF-AWARD</td>
<td>149200</td>
<td>$ Contract</td>
<td>Pay via Indiv Webform</td>
<td>$ Contract</td>
<td>N-POP FORM</td>
<td>N-POP FORM</td>
</tr>
<tr>
<td><strong>Conference/Seminar Registration Fee</strong></td>
<td>Fee paid by AGCY codes for an employee or student to attend a seminar or conference that is consistent with the mission of the University. Proof of purchases is also required.</td>
<td>No Restrictions</td>
<td>NF-REGSTN</td>
<td>131018.13930</td>
<td></td>
<td>Concur (reimb)</td>
<td>PTI (reimb)</td>
<td>PTI (reimb)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>Payments related to cards required by VP Finance units to transact routine non-PD business, including Cashier's Offices, Auxiliary Services, Procurement Services.</td>
<td>VP Finance</td>
<td>NF-FINANC</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N-POP FORM</td>
<td>Disbursement or accounting record if needed</td>
</tr>
<tr>
<td><strong>Grants</strong></td>
<td>Payment for cost to fund recipients. The gift card must only be used for payments or participant support and should not be given as a gift to students. The University department managing gift card funds must ensure any funding provided is treated as a gift card. Payments will be made through the vendor.</td>
<td>No Restrictions</td>
<td>NF-GFTCDS</td>
<td>106820 492743 616101 614113</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N-POP FORM</td>
</tr>
<tr>
<td><strong>Government Payment</strong></td>
<td>Payment or fee mandated by the U.S. government, State government, municipal governments, or any subdivisions thereof (e.g., DHSS, IRS withholdings, USCIS fees, property taxes, permits, patent and licensing fees, etc.).</td>
<td>No Restrictions</td>
<td>NF-GOVT</td>
<td>L1INFIT L1NFIC 166300 141258 149821 145100 L1JUCB L1NWWT L1NMAR</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N-POP FORM</td>
</tr>
<tr>
<td><strong>Honorarium</strong></td>
<td>An honorarium is a one-time (i.e., one day or one event over contiguous days) basis payment made to an individual (but not a corporation, business, or partnership) for a special and unusual service or event for which no cost is legible or traditionally charged in a business setting. This activity is on a professional setting. The honorarium amount is discretionary.</td>
<td>No Restrictions</td>
<td>NF-HONORA</td>
<td>146400</td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N-POP FORM</td>
</tr>
<tr>
<td><strong>HR Employee Benefit Payment</strong></td>
<td>Payment made to employee benefit (i.e., deductions from payroll for health/benefits). Examples of payments are the State or unions. Payee may be non-employee individual if death benefit.</td>
<td>HR</td>
<td>NF-EMPBEN</td>
<td>176908 176912 176916 176920 146021 L1TFIC</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N-POP FORM</td>
</tr>
<tr>
<td><strong>Insurance Premium Payment</strong></td>
<td>Any insurance premiums paid by Risk Management.</td>
<td>Risk Management</td>
<td>NF-INS</td>
<td>161408 161409 161410 161411</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N-POP FORM</td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td>Fee paid as membership dues to join an organization that is consistent with the mission of the University. If paid directly to supplier, pay via NPOP form or p-card if accepted by supplier.</td>
<td>Legal</td>
<td>NF-LEGAL</td>
<td>106800 149813 149814 149828</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N-POP FORM</td>
</tr>
<tr>
<td><strong>Membership Desires</strong></td>
<td>Compensation of human subject for time and efforts as participant in research.</td>
<td>No Restrictions</td>
<td>NF-MEM</td>
<td>145008 14927</td>
<td></td>
<td>Concur (reimb)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Participant Incentive Payment</strong></td>
<td>Compensation of human subject for time and efforts as participants in research.</td>
<td>No Restrictions</td>
<td>NF-PARTINT</td>
<td>149150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N-POP FORM</td>
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<td></td>
</tr>
<tr>
<td>Participant Support Cost</td>
<td>Payments provided to a study participant or to a vendor on behalf of the individual, including direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or invitees (but not employees) in connection with meetings, conferences, symposia, or training programs. Participants may include students, volunteers, and instructors, other organizations, representatives of private sector companies, teachers, and state or local government agency personnel but not current employees of the University of Delaware. Grants Only</td>
<td>NP-PARTSUP</td>
<td>161801</td>
<td>161802</td>
<td>161803</td>
<td>161804 (146100)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Patent Royalty Payment</td>
<td>Any University-related non-employee royalty paid to authors or patent inventors. In addition, this would include any fees to obtain the rights in patented products.</td>
<td>NP-ROY</td>
<td>146700 (Non-PARTSUP)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N-POP FORM, Receipt for royalties received need not be kept unless the payment is claimed by the individual</td>
</tr>
<tr>
<td>Per Diem/Shipping Fees</td>
<td>Payment to UPS, USPS, FedEx, or other shipper. If used may also be used as appropriate and if accepted by supplier.</td>
<td>NP-SHIP</td>
<td>147700</td>
<td>147701</td>
<td>147702</td>
<td>147703</td>
<td>147704</td>
<td>147705</td>
<td>140160</td>
</tr>
<tr>
<td>Refund</td>
<td>Money returned to any payee whose status originally received an UD and has returned it to UD funds.</td>
<td>NP-REFUND</td>
<td>152600</td>
<td>152601</td>
<td>152602</td>
<td>152603</td>
<td>154300</td>
<td>154301</td>
<td>154302</td>
</tr>
<tr>
<td>Research/Travel</td>
<td>A fixed-sum of money paid one time or periodically as necessary support to defray living and other expenses, such as for research, internship or career training. If paid at Participant Support, it is taxable to the grantee.</td>
<td>NP-RESEARCH</td>
<td>154000</td>
<td>154001</td>
<td>154002</td>
<td>154003</td>
<td>154004</td>
<td>154005</td>
<td>154006</td>
</tr>
<tr>
<td>Specialized Non-PO Services</td>
<td>Payments made to individuals or vendors for providing specialized services on a fee basis for creating artwork, computer-generated designs, graphic, or computer data, etc.</td>
<td>NP-SPACE</td>
<td>156000</td>
<td>156001</td>
<td>156002</td>
<td>156003</td>
<td>156004</td>
<td>156005</td>
<td>156006</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>Fee paid to vendor for event that is sponsored (e.g., UD event sponsor dinner or conference).</td>
<td>NP-SPONS</td>
<td>161901</td>
<td>161902</td>
<td>161903</td>
<td>161904</td>
<td>161905</td>
<td>161906</td>
<td>161907</td>
</tr>
<tr>
<td>Travel &amp; Business Expense</td>
<td>A fixed-sum of money paid one time or periodically as necessary support to defray living and other expenses, such as for research, internship or career training. If paid at Participant Support, it is taxable to the grantee.</td>
<td>NP-TRAVEL</td>
<td>161801</td>
<td>161802</td>
<td>161803</td>
<td>161804</td>
<td>161805</td>
<td>161806</td>
<td>161807</td>
</tr>
<tr>
<td>Tuition to Other Institution</td>
<td>Any university-related tuition payment to another university, to secure enrollment as an undergraduate, graduate student, or continuing education student (including employee benefits and continuation agreements).</td>
<td>NP-UTILTY</td>
<td>161801</td>
<td>161802</td>
<td>161803</td>
<td>161804</td>
<td>161805</td>
<td>161806</td>
<td>161807</td>
</tr>
</tbody>
</table>

**How to Pay:**

- **Participant Support Cost:** Payee is not required to be entered to remove payment. If it is a supplier in the system, use UD Exchange. Otherwise, the payee name and address can be typed into the Payment to Indivudual form for a check payment. Note that this type of payment is not searchable in our systems.
- **Student Activity Accounts:** Agreement/Fee documentation (e.g., letter of acceptance to recipient); purchase order.
- **Subscriptions:** Completed enrollment form or invoice by supplier or receipts if reimbursing non-UD individual.
- **Travel & Business Expense:** Agreement/Fee documentation (e.g., letter of acceptance to recipient); description of program.
- **Tuition to Other Institution:** Accounting overview of receipts transferred or other documentation if applicable.
- **Utilities / Telecoms Payment:** Invoice by supplier or receipts if reimbursing non-UD individual.

**PDQP Definitions:**

- **Non-PDO:** Any University-related non-employee royalty paid to authors or patent inventors. In addition, this would include any fees to obtain the rights in patented products.