

A **Payment Request** is used to request payments for specific categories where a contract or Purchase Order (PO) is not required or appropriate according to Baylor's Purchasing Policy.

| Payment Request Types                   | Procurement Category            | Definition                                                                                                                                                                                                                                                                                                                                 | Required Documentation                                                                                                                                                                              | Additional Information                                                                                                                                                                                        |
|-----------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Article Processing Fees                 | Article Processing Fees         | Also known as a publication fee or submission fee, this is a fee charged to authors to publish their work.                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Invoice</li> </ul>                                                                                                                                         | Reference to the department or individual receiving the publication.                                                                                                                                          |
| Cash Awards (Guests Only)               | Cash Awards and Prizes          | Used to make payments to individuals only given in recognition of an accomplishment, achievement, or as the result of participation in a contest of skill. (e.g., winning a judged competition)                                                                                                                                            | <ul style="list-style-type: none"> <li>• Documentation that references the purpose of the award</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>• Cash awards for employees should be administered through Human Resources.</li> <li>• Cash gifts to students should be administered through Financial Aid.</li> </ul> |
| Conference Registration                 | Conference Registration Fees    | Fees paid to register, enroll, or sign up for a conference, seminar, webinar, or continuing education course related to a professional certification or license.                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Invoice or documentation referencing event information (e.g., dates, location, etc.)</li> <li>• Person(s) attending</li> <li>• Business purpose</li> </ul> | A purchasing card is the preferred payment method.                                                                                                                                                            |
| Guest Fellowships (Non-Baylor Students) | Guest Fellowships               | Used to pay individuals only. An amount paid to or allowed for the benefit of an individual to aid in the pursuit of that individual's study or research. Fellowships can help fund independent travel, research, and teaching, as well as supplemental payments for research expenses. No service is expected in return for a fellowship. | <ul style="list-style-type: none"> <li>• Documentation about the fellowship</li> <li>• Dates</li> <li>• Business purpose</li> <li>• Payee name</li> </ul>                                           |                                                                                                                                                                                                               |
| Incentive/ Research Participant Payment | Research Participant Payments   | Used to pay individuals only as an incentive to encourage individuals to participate in research studies. Payments represent a predetermined amount offered to offset the time, effort, inconvenience, and other expenses that may be incurred by participants in a research study.                                                        | <ul style="list-style-type: none"> <li>• Signed research participant form</li> </ul>                                                                                                                |                                                                                                                                                                                                               |
| Honorarium Performing Artist <\$2,500   | Honorarium Performing Artist    | An honorarium is provided as a token of appreciation to a performing artist for participation in an activity or event at which no fee is legally required.                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Documentation that references the event details(e.g., dates, location, etc.)</li> <li>• Use preferred <a href="#">Honorarium Template</a></li> </ul>       | Performing artists with a contract require a PO.                                                                                                                                                              |
| Honorarium Speaker/Lecture <\$2,500     | Honorarium Speakers & Lecturers | An honorarium is provided as a token of appreciation to a speaker or guest lecturer for participation in an activity or event in which no fee is legally required.                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Documentation that references the event details(e.g., dates, location, etc.)</li> <li>• Use preferred <a href="#">Honorarium Template</a></li> </ul>       | Speakers or lecturers with a contract or represented by an agency require a PO.                                                                                                                               |

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|----------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Honorarium – Performing Artists, Speakers and Lecturers 9/5/6</b> | Honorarium – Performing Artists, Speakers, and Lecturers | The "9/5/6 rule" allows a foreign national in B-1, B-2, VWB, or VWT visa status to receive honorarium for "usual academic activities", provided the activity at a single institution lasts no more than 9 days, the individual has not received honorarium from more than 5 institutions within the prior 6-month period, and the payment is NOT compensation for employment or services. | <ul style="list-style-type: none"> <li>Required Documentation: CV or Resume, <b>AND</b> Visa, Bio Page, and Passport. (Minimum four (4) documents required)</li> </ul>                                                | <a href="#">B Visa 9/5/6 Rule - Visitor Request</a>                                    |
| <b>License Fees &amp; Permits</b>                                    | Permits, Licenses & Fees                                 | Costs associated with permits or licenses required for Baylor-owned property. Examples include copyright fees, electronic copyright permissions, and lab licensing fees, etc.                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Invoice or documentation that references the payee</li> </ul>                                                                                                                  |                                                                                        |
| <b>Medical Services</b>                                              | Medical Services                                         | Used to pay for medical services provided off campus. To be used by Human Resources and Athletics only.                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Invoice</li> </ul>                                                                                                                                                             |                                                                                        |
| <b>Memberships &amp; Professional License</b>                        | Dues & Membership                                        | Used for professional development and training, primarily.                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Documentation that references the payee</li> <li>License type/Name of Licensee</li> <li>Membership type/Name of Member</li> </ul>                                              | Issue a PO if the amount and supplier are known beforehand.                            |
| <b>Non-Employee Travel/Expense Reimbursement</b>                     | Non-Employee Expense Reimbursement                       | Travel reimbursements to guests.                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>For reimbursements, expense receipts should be provided per the travel policy.</li> </ul>                                                                                      | See the <a href="#">Travel and Business Expense Policy</a> for additional information. |
| <b>Refunds</b>                                                       | Refunds for Cancellations                                | Funds paid back to a customer for over-invoicing or return of goods. (e.g., cancellation of an event, deposits for venue rentals, etc.). Does not include Baylor student account refunds.                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Documentation that references the payee and the reason for the refund.</li> <li>Support that references the receipt of the original payment.</li> </ul>                        | Specific venues or events may have additional requirements.                            |
| <b>Royalties</b>                                                     | Royalties                                                | A royalty is a payment made by the University to the legal owner of a property, patent, or copyrighted work for the right to use their intellectual or physical assets. Often based on contractual agreements. However, amounts may not be known until the invoice is received and accounts are reconciled.                                                                               | <ul style="list-style-type: none"> <li>Invoice or documentation that references the payee.</li> <li>Documentation that references the royalty agreement. Documentation providing the basis for the amount.</li> </ul> |                                                                                        |

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|--------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Sponsorships and Contributions | Sponsorships and Contributions | <p><b>Sponsorship:</b> A monetary or in-kind contribution in support of a project or an event. Generally, the university receives benefits from its sponsorship in the form of an advertisement in a program book, recognition at the event, and/or a specified number of tickets or a table at the event.</p> <p><b>Contribution:</b> A monetary or in-kind contribution to a cause or event with no expectation of recompense.</p> | <ul style="list-style-type: none"> <li>• Invoice or documentation that references the payee.</li> <li>• Type of support (e.g., contribution, sponsorship, etc.).</li> </ul> | Contributions require approval from Baylor's Chief of Staff.       |
| Sports Officials Fees          | Sports Officials               | Used to pay officials typically associated with the NCAA athletic events                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Invoice</li> </ul>                                                                                                                 |                                                                    |
| Visa Application Fees          | Permits, Licenses & Fees       | Used for visa-related expenses, typically for H1B visas                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Invoice or documentation that references the payee.</li> </ul>                                                                     | H1B visas must be processed through the Office of General Counsel. |