

Online Voucher Policies

Type of Payment Request	Uses	Submission Method	Signatures Needed	Original?	Documentation	Original?
Direct Payment Request	Registration fees, subscription renewals, membership dues, unplanned, emergency equipment repairs, research subject fees, purchasing requiring international payments and/or payment via electronic funds transfer. Petty cash, direct billed services (ex. staffing agency fees, hotel charges when hosting a conference)	Online Voucher and physical submission of supporting original signatures and documentation to ASRSP for review	Department, Dean, or Principal Investigator, as necessary	no	Invoice or other support for expense	no
Visitor's Expense Report	Reimbursement of individuals who are not university faculty and staff, but who have incurred expenses for university approved, business related expenses, including transportation and lodging	Online Voucher and physical submission of supporting original signatures and documentation to ASRSP for review	Visitor, Department, Dean, or Principal Investigator, as necessary	no	receipts or other support for expense	no
Contracted Services form	Payments to U.S. resident independent contractor individuals, honoraria	Online Voucher and physical submission of supporting original signatures and documentation to ASRSP for review	Contractor, Department, Dean, or Principal Investigator, as necessary	yes	Contract supporting expense	yes

* **petty cash** and **wire transfers** continue to use paper direct payment form

Links to Policies and Procedures

Documentation and Scanning

<http://cafe.northwestern.edu/documents/training/supplychain/832/DocumentationScanningTips.pdf>

Mileage tip

<http://cafe.northwestern.edu/resources/tips.html#mileage>

Accounts Payable

<http://www.northwestern.edu/financial-operations/index.html>

Purchasing Resource Services (PRS)

<http://www.northwestern.edu/userservices/purchasing/index.html>

Accounting Services for Research and Sponsored Programs (ASRSP)

<http://www.northwestern.edu/asrsp/>