The University of Memphis Foundation
Frequently Asked Questions

1. What do I need when requesting a payment for a student award?
   In requesting for an award, submit a completed expenditure request form with the name, permanent mailing address and include individual’s social security number (1099 purposes). Also, provide any and all established award criteria such as how often the award is expected to be made and how many, indication of how the winners were chosen, and the source of funding for the award including Foundation fund name and number.
   **Remember all University of Memphis employee awards (including student workers/graduate assistants) must be submitted directly to the University of Memphis for payment.** The Foundation fund may be used to reimburse the University for such expenses.

2. What do I need for travel expenses?
   *Domestic travel* is reimbursed after the trip is made and not in advance of travel and no PO is required. Please submit the completed expenditure request form with the purpose of the trip, individuals involved, and include all original detailed receipts and maps (MapQuest) for mileage. Also, complete a Claim for Traveling Expenses form which is located on the University of Memphis Accounting’s website. Refer to the University of Memphis Accounting’s website for approved rates for the State of TN and [www.gsa.gov](http://www.gsa.gov) for other cities and states.
*Hawaii/Alaska/Out of Country Travel can be paid by the Foundation when the travel has been properly approved per the University’s policy (approved by the President or designee). The request must include a properly completed University of Memphis travel claim form and original receipts. Also, the foreign currency converter (www.oanda.com) should be used for conversion with dates and amounts.

3. **What do I need to request payment for an honorarium?**
   In requesting for an honorarium payment, send the completed expenditure request form with the individual’s name, permanent mailing address, social security number (1099 purposes), etc. Provide a completed University of Memphis Payment to Individual Contractor form showing agreement of payment and services. Also, include a flyer or some type of document that shows the event at which the person will be speaking or performing services.

4. **What do I need for reimbursing the University of Memphis?**
   University of Memphis departments may submit a request for the Foundation to reimburse the University for an expense that the department has previously paid using University funds. A Banner screen print showing the amount, index code, and account codes (FOPAL) must be provided.

5. **What do I need for meal reimbursement to University of Memphis employees?**
In requesting for meal reimbursement, submit a completed expenditure request form with payment information and original detailed receipts.

6. What do I need for rental payment?
   In requesting for rental payment, submit a completed Expenditure Request Form and attach the contract between the venue and the University of Memphis (if any).

7. Does the Foundation make donation payments?
   The Foundation only makes donation payments directly to the non-profit entity and do not reimburse individuals. Supporting documents should be provided with a completed expenditure request form.

8. Does the Foundation pay for tickets?
   In requesting for the purchase of tickets, submit completed expenditure form and attach a list of attendees. The listed names should match the total number of tickets purchased.

9. What is needed to process payment for professional services?
   In requesting payment for professional services, submit completed expenditure form and attach a signed contract between the individual and University. If there is not a contract, provide an invoice showing the work performed. Also, include a social security or tax identification number and a physical address for 1099 purposes. The Foundation does not pay employees for professional services.

10. Does the Foundation pay Aramark Invoices?
    The Foundation does pay Aramark invoices. The Foundation only accepts the final version (10-digit invoice number) to
prevent duplicate payment of invoices. A completed expenditure request form needs to be submitted with the invoice.

11. Does the Foundation pay for alcoholic beverages?
Yes. The Foundation does pay for alcohol. However, staff should seek or make sure an explanation is documented on the expenditure request before submitting for payment.

12. Does the Foundation pay taxes and tips?
Yes. The Foundation does reimburse taxes and tips.

13. Does the Foundation pay moving expenses?
The Foundation will pay moving expenses only to the University and not the employee.

14. Does the Foundation make scholarship award payments?
The Foundation does not pay tuitions to the student directly but are invoiced by the University of Memphis.

15. What items are not paid by the University of Memphis Foundation?
The Foundation does not pay salaries (including professional service to employees), cash awards to the University of Memphis employees, payments to foreigners or foreign organizations, or purchases through Tiger Buy. These payments should be processed through University of Memphis. The Foundation fund may be used to reimburse University for such expenses.