

Nature of Transaction	Select This If...
Employee Reimbursements	You are reimbursing expenses to individuals or entities for business related travel or other expenses. If you are reimbursing expenses but also providing honoraria, do not select this option - select "Honoraria". This only applies to reimbursing CU employees. For non-employees, please use the "Refunds" nature of transaction.
Goods and/or Services	You are paying an individual or entity for the purchase of goods or services.
Petty Cash	You are replenishing or modifying the custodian of a petty cash fund (to be used only by the Controller's Office)
Honoraria	You are providing payments to a lecturer or a professional person from outside the University community (not a University faculty or staff member). Select this even if you are also reimbursing that individual for related travel & business expenses.
Refunds	You are refunding money to an individual, doctor or insurance company, or reimbursing non-employees only for travel and business expenses.
Human Subject Study	You are paying an individual for participation in a study.
Royalties	You are paying an individual or entity for royalty, license or copyright payments.
Prize or Award	You are paying an individual or entity as the recipient of a prize or award.
Charitable Contribution	The University is making a charitable contribution.
Scholarship or Fellowship – aka Stipend	You are paying a student a scholarship or fellowship.
Sponsor	You are refunding a sponsor entity (to be used only by SPA or SPF)
Libraries	You are paying a vendor in relation to University Libraries (to be used only by Libraries and corresponding departments)

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122