Reimbursement to a Third-Party Vendor

Rarely, the travel reimbursement check requires issuance to a vendor other than the traveler such as a native organization or another university.

Example: A guest traveler from the University of Calgary (UC) conducts business travel for UA. UC directly pays for the registration and lodging approved on the trip Request. Instead of sending the registration and lodging reimbursement to the traveler, they request UA directly reimburses UC for the expenses.

Note: The third-party vendor is an organization and not another individual. If an authorized individual other than the traveler needs payment, reimbursement is processed under that individual’s approved travel. Otherwise, the traveler is responsible for reimbursing the other individual.

The traveler and/or delegate must work with the traveler’s home campus to issue travel payments to a third-party vendor. The campus generally needs the following:

1. Information to create a vendor ID for the third-party if one does not already exist; in most cases, UA requires a W9 for the vendor
2. The financial contact for the vendor in the event there are issues with the reimbursement check (e.g. returned check)
3. Clarification from the vendor if they need any additional information with/on the check (e.g. funding source, Report summary, etc.)
4. Attached to the Report, direct communication from the traveler agreeing to the distribution of their travel reimbursement to the third-party

Once those steps are complete and the Report is ready for submission

1. In the Report Header, the user includes a comment in bold letters requesting payment to a different vendor
2. The Processor marks the Report to remain an open invoice after payment approval
3. Report is included in the nightly Concur extract and invoices created in Banner
4. Campus staff member with access to key invoices in Banner form FAAINVE completes the travel payment invoice by entering the third-party’s vendor ID