

**Concur Invoice
Invoice Types**

Invoice Type	Descriptions
All Other	All other expense types not separately listed.
Awards/Prizes/Gifts	Awards, prizes, gifts to employees or students. Additional information is needed to determine taxability of the award, prize, or gift. For example, list of recipients need to be provided for gift of gift cards. Complete and attach the Awards/Prizes/Gifts Informational Form.
Donations/Sponsorships	Contributions made to external organizations. Payments to such organizations must include documentation explaining the nature of the donation and the relationship to the university. All donations/sponsorships will be routed to the divisional Senior Vice President for approval. Written acknowledgement must be obtained from the payee organization and forwarded to the Assistant Controller in the Controller's Office for tax reporting purposes.
Non-employee reimbursements	Reimbursements to non-employees (i.e. students).
Services	Includes any services provided that includes a period of time. These can include professional services (including independent contractor), license software, service contracts that have a time period component. Start and end dates are required fields for this invoice type for period cutoff purposes. For Independent Contractors, the signed contract and other supporting documents need to be attached.
Zero Invoice	AP use only