

**REGULAR PAYMENT PROCEDURES FOR MEALS, TRAVEL AND LODGING EXPENSES**

Applicable To	Expense Type	Payment To By Acceptable Form				
		Cash Advance or Prepayment	Expense Claim	Voucher Payment	Purchase Requisition	Comments
Employees	Meals Lodging Transportation Car Rental Preregistration	Direct	E E E* E* E*	Direct Direct		
Groups of Employees or other Authorized Persons	Meals		E	Direct*		Requires type of meal and list of names and affiliation in all cases.
	Lodging		E	Direct*	Direct	Requires dates and list of names and affiliation in all cases. Purchase Requisition may be prepaid.
Student Groups with Employee	Meals	E*		Direct		Requires type of meal and list of names and affiliation in all cases.
	Lodging	E		Direct	Direct*	Requires dates and list of names and affiliation in all cases.
	Entry Fees	E* Direct				
	Transportation			Direct		
	Car Rental			Direct		

\* Preferred Procedure