



Payment Manual

2024-2025

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Introduction

This manual will take you step-by-step through the payment process for SOFAC. Payment can be processed in a number of ways, depending on who is to be paid and the original form of payment. This manual will address all of the different possibilities and hopefully answer all of your questions. It also provides examples at the back of a reimbursement request, a direct payment request, and an extension request. If you ever have any questions or concerns, please contact the SOFAC Graduate Assistant at SOFAC@MissouriState.edu.

To begin, please note that SOFAC will only reimburse or pay the person, organization, or company that originally made the transaction. For example, if an organization's bank account was used to reserve a hotel room, the payment must go back to the organization. In comparison, if 10 students each register separately for a conference, each of those 10 students will be paid separately. It is important to keep track of who pays for what in order to simplify the payment process. Whenever possible, consolidate the costs to as few accounts as possible. This way, SOFAC only has to process and reimburse one individual rather than multiple accounts.

Each request **MUST** be accompanied by a completed **Reimbursement Form** or **Direct Payment Form**. These forms allow the SOFAC staff to quickly see what the expenses are, who should be paid and for what amount, and the event for which payment is being requested. Once you have completed the forms and gathered/prepared all the necessary documents, you will paperclip all of these documents together and submit them to the Office of Student Engagement in person or via email to SOFAC@MissouriState.edu.

Important Notes:

- All SOFAC request paperwork **MUST** be submitted as a hard copy in the office in person or emailed to SOFAC@MissouriState.edu.
- All forms **MUST** be typed.
- All reimbursements must be submitted no later than 20 university business days after the event or activity takes place. All Reimbursement forms must be complete and correct within 30 days after the event or activity takes place.
- All direct payments must be submitted at least 15 university business days before the event or activity takes place.

Direct Payment Expenses:

- Airline Tickets
- Equipment Purchases
- Conference Registration Fees
- Contract Fees for entertainers, speakers, etc.
- Enterprise Car Rental

Reimbursement Expenses:

- All things listed under Direct Payment as well as,
- Lodging cost
- Mileage (personal vehicles)
- Gas (rental vehicle)
- Parking Fees
- Taxi/shuttle fees
- Other travel expenses

Please refer to the SOFAC Guidelines or contact the SOFAC Graduate Assistant for expenses not listed above.

List of Forms

- Direct Payment Form
- Reimbursement Form
- Extension Request Form
- General Budget Proposal
- Interim Budget Proposal
- Post-Season Funding
- New Organization Funding
- Presentation Grant Request
- Contract for Services Form
- University Addendum for Contracts
- Independent Contractor Form

Event Registration Form

An Event Registration Form must be completed, submitted, and approved on BearLink before SOFAC will process any requests related to that event. Event Registration Forms sometimes require advisor approvals, so be sure to submit the form well in advance to meet the SOFAC deadlines.

Direct Payment Checklist

Direct Payment for an Online Purchase

Use this section if you are requesting for SOFAC to directly pay an online purchase (airfare, registration, rentals, etc.).

- Complete and sign a Direct Payment Form
- Potential Attachments:
 - Flight Itinerary
 - Invoice
- Check Required (Payee must complete)
 - W-9 Tax Form if paying person for Travel
 - [Vendor Registration and Substitute W-9 Form for Organization \(Open with Chrome\)](#)

NOTE: The SOFAC Graduate Assistant will contact you to set up a meeting in order to complete the transaction.

Direct Payment for a Contracted Performance/Activity

Use this section if you are requesting for SOFAC to directly pay for a performance or activity that requires a contract.

- Complete and sign a Direct Payment Form
- Potential Attachments:
 - Independent Contractor Form – If paying for an individual providing a service
 - University Addendum – Must be submitted anytime an Independent Contractor Form is submitted
 - W-9 Tax Form
 - [Vendor Registration and Substitute W-9 Form for Organization \(Open with Chrome\)](#)

NOTE: A 2% Missouri entertainer tax will be deducted from each payment request for entertainment performance if the person is not from Missouri.

Ex. If you request to direct pay a performance of \$2000.00, the check will be made for \$1960.00

Reimbursement Checklists

Reimbursement for an Individual or Organization

Use this section if an individual completed the transaction.

- Completed and signed Reimbursement form
- Collect all original **itemized** receipts
 - Each receipt must indicate that the transaction was paid by cash, credit, or debit.
 - Tape all receipts onto a blank sheet of paper, if they are not already 8 ½ by 11
- Proof of Payment (check one)
 - Card: Bank statement showing name on account and transaction OR
 - Card: Receipt showing last four digits of the card used, picture of the card showing name and same four digits
 - Check: Picture of front of check, can obtain from Online Banking or Bank
 - Cash: Receipt says “cash” and has signature of party seeking reimbursement
- Event Registration Form from BearLink must be submitted and approved before the reimbursement request will be processed
 - Event Name should be the same as the listed on the Event Registration Form
- List of all members from the organization who attended the event

Mileage (Only Individuals may Apply)

- Completed and signed Reimbursement Form
- Attach the **Google Maps** distance traveled for a round trip **starting from Carrington Hall**
- Event Registration Form from BearLink must be submitted and approved before the reimbursement request will be processed
 - Event Name should be the same as the listed on the Event Registration Form
- List of all members from the organization who attended the event labeled as driver or passenger

Reimbursement for a Department

Use this section if a university account completed the transaction. SOFAC will reimburse the account with a budget transfer.

- Complete a Budget Transfer Request Memo (either hard copy or emailed)

- The memo needs to have 3 pieces of information
 - The amount to be transferred
 - Purpose of the transfer
 - The FOAPAL/budget number to which the money should be transferred.
- *Example: Please transfer \$500.00 to X020000-123456-87000-321 to reimburse the Boomer Department for conference registration fees of 5 students with the Boomer Club.*
- Collect all original **itemized** receipts
 - Attach an account activity statement or Financial Services documentation
 - Attach all to the completed Reimbursement Form listing each part seeking reimbursement
- Proof of Payment
 - Copy of p-card with last four digits or activity statement from UMB detailing charges

Contract for Services Processes

Part 1: What Requires a Contract?

- Guest Speaker
- D.J.
- Equipment Rental
- Musical Entertainment
- Off-Campus Venue Rental
- Other – Contact SOFAC

Part 2: Direct Payment or Reimbursement

1. If SOFAC is Direct Paying, then:
 - a. Does the individual/company provide a contract?
 - i. If yes, complete the following:
 1. University Addendum
 2. Independent Contractor
 - ii. If no, complete the following:
 1. Contract for Services
 2. University Addendum
 3. Independent Contractor
 - b. Is it the individual's first time performing at Missouri State University?
 - i. If yes, complete the following:
 1. Vendor Registration Form
 - c. Is the check needed day of the event?
 - i. If yes, paperwork is required 20 business days before the event
 - ii. If no, paperwork is required 10 business days before the event
2. If a Department/Organization is being Reimbursed, then:
 - a. Does the individual/company provide a contract?
 - i. If yes, complete the following:
 1. University Addendum
 - ii. If no, complete the following:
 1. Contract for Services
 2. University Addendum

Part 3: Paperwork and Descriptions

- Contract for Services: This form should be utilized when there is no standard contract provided by the contracted party. Completion of this form stands as a formal contract between the two parties. If a standard contract is provided for the contracted party, this form is not necessary.

- University Addendum: This form should be utilized when any contract is created which will utilize Student Involvement Fee dollars (SOFAC funds). The document outlines specific requirements and standards that should be agreed upon by both parties of the contract and should be included with either a standard contract provided by the contracted party or with the Contract for Services form.
- Independent Contractor Form: This form should be utilized when any contract is created with a party external to Missouri State University and collects important information regarding the contracted party for IRS tax regulations. This form should be utilized with either the Contract for Services form or a standard contract, and the University Addendum form whenever a student organization is requesting payment directly to the contracted party.
- Vendor Registration Form: This form should be utilized when SOFAC is to directly pay an individual/company who has not been paid previously by Missouri State University. The form allows the party to be added to the Missouri State system to be able to be paid.

Frequently Asked Questions

1. I used my parent's credit card to pay for something. Can I still be paid?
 - a. Yes, you can. However, you will need some additional info.
 - b. You will need the same Proof of Payment information as you usually would, except it will just have your parent's name.
 - c. You will also need to include a letter signed by the parent OR have the parent send an email to SOFAC giving their consent for you to be paid instead of them.
2. When do I need to submit all of this paperwork?
 - a. A Direct Payment Request must be submitted at least 15 university business days before the event/transaction is to take place.
 - b. A Reimbursement Request must be submitted within 20 business days of the event's end date.
3. I won't be able to gather all of the necessary paperwork within the deadline. Can I still submit my payment?
 - a. Yes, but you must ask for an extension on the deadline. You may do this by emailing SOFAC@MissouriState.edu before your original deadline. The SOFAC Graduate Assistant will then set up a new deadline and work with you to ensure you meet the new deadline.
 - b. Any payment paperwork not received by the deadline (or the new deadline set up with the SOFAC Graduate Assistant) will NOT be processed.
4. I'm not a current student at Missouri State University. Can I still be paid?
 - a. Yes, but only under certain circumstances:
 - i. If you are an advisor or employee of Missouri State, you may be paid for any expenses you incurred on behalf of students. SOFAC guidelines state that Advisor expenses CANNOT be paid; you may only be paid for student expenses.
 - ii. If you are not affiliated with Missouri State University, you may only be paid if it is required by contract or if you have an agreement/connection to a student organization that has been approved for SOFAC funding (example: contracted performers).
 - iii. Students may only be paid by SOFAC if they paid the Student Involvement Fee in that semester.
5. Can I be reimbursed for food?
 - a. No, SOFAC policy states that food is a non-allowable expense. For all other non-allowable expenses, please refer to the SOFAC Guidelines.

Contact Information

If you have read this manual and still have questions or concerns regarding payment, please contact the SOFAC Graduate Assistant for further assistance. The graduate assistant can be reached in the following ways:

- SOFAC email: SOFAC@missouristate.edu
- SOFAC Graduate Assistant phone: 417-836-7646
- Office of Student Engagement phone: 417-836-4386

You may also stop by the Office of Student Engagement and leave a message for the SOFAC graduate assistant.