

Disbursement Voucher Payment Reasons

Code	Payment Reason Name	Detailed Payment Reason Description and Examples
A	Claim & Settlements, Legal, Insurance,	Payments for external insurance claims, worker's compensation, legal expenses or taxes.
B	Scholarships and Fellowships	Scholarships and Fellowships.
C	Retreats/Workshops/Committee Meetings	Payment for off campus MSU functions (e.g., food, meeting materials). Not to be used for travel reimbursement. See Section 45 of the Manual of Business Procedures.
D	Medical , Health Care, and Insurance	Includes payments for chiropractic care, counseling or psychiatric, medical, dental, or other health care. Also includes insurance payments.
E	Refunds	Refunds.
F	Research Participants	Research participant for an individual participating in a research study.
G	Contractual Services/Advertising/Honoraria	Payments for contractual agreements/ services/ advertising/ honoraria.
H	Gifts, Prizes, Stipend and Awards	Gifts, prizes, awards, and stipends must be made to Non-employees/Non-students only. Awards may not include personal services, scholarship, or fellowship payments. Includes sponsorships and donations.
I	Reimbursements/Out of Pocket	Reimbursement to an individual who incurs out-of-pocket expenses. No travel, or personal service payments may be made.
J	Rental Payment	Rental payments for equipment and space.
K	Royalties	Any payments associated with royalties, rights and permissions.
L	Subscriptions/Books/Fees/License	Purchase of subscriptions or books, membership fees to a professional association, Homeland Security, license and other required fees.
M	Supplies and Resale Items	Payments for supplies or resale items.
N	Conference Hosting/Conference Registrations/Group Travel	Hotel or event center charges for a MSU hosted conferences; conference registrations; group travel paid directly by MSU.
O	Travel Reimbursement	Travel reimbursement for travel expenses.
P	Utilities/Postage/Phone/Internet	Utilities, postage, and communications payments to non-employees only. Payments also include phone, cable, internet charges.
Q	Subcontract Payments	Payments for services rendered under a subcontract agreement.
R	Replenish Open Ended Cash Advances	For open ended and petty cash advances through the Cashier's Office.
Z	University Services Use Only	For Purchasing and Accounts Payable Use ONLY.