Direct Vendor Pay

Pre-Travel:

1. Create TA, include all expense detail lines (including expense to be paid directly to vendor). Chose expense type “Prepaid... via DVP” (example: a DVP for registration would be “Prepaid Registration via DVP). Select the payment type of “prepaid” for that particular expense. 
   **Note:** Please include vendor number and entire name of vendor, do not put acronym on expense detail line description.
2. Note TA # and submit TA through approval process.
3. Print the approved TA from the browser.
4. Submit the printed TA form, attach invoice or conference registration form along with Vendor Information Form and/or any specific vendor billing information to T&E services.
5. T&E Services will process payment through Accounts Payable vendor system.

After-Travel:

1. Create Expense Report copying from a Travel Authorization (TA). The system will drop the direct vendor pay item from the reimbursement.
2. Update information, add or delete lines as needed and submit for approvals.
3. Once approved, print the ER, sign and attach supporting documentation and submit to T&E Services. **Note:** T&E Services does not require signatures beyond the employee’s signature on the printed Expense Report.