

Reimbursement Type	Instead
Payments to Vendors	Visit our <a href="#">How to Buy</a> page for paying suppliers directly
Payments for personal services	Visit our <a href="#">How to Pay</a> webpage for guidance on the best payment method.
Refunds from revenue budgets	Submit a request to refund from a revenue budget with a <a href="#">Refund Check Request</a> (key deposits should not be coded as revenue)
Prizes and Awards for UW employees or UW students	Contact Payroll for prizes/awards for UW employees. See the <a href="#">Tax Office</a> webpage for more information on prizes/awards to UW students.
Gift certificates for Employee Recognition	Gift certificates given to UW employees should be reported to Payroll.
Travel, including travel associated with honoraria payments	See <a href="#">UW Travel Office</a> webpage
Housing	Payments to landlords are considered vendors and should be paid on a PO, Non PO Invoice or Procard. See the <a href="#">Real Estate</a> webpage for information on leases. Reimbursements to individuals for rent must have the appropriate approvals and be submitted through the <a href="#">Travel Office</a> .
UW Tuition	See the <a href="#">UW Student Fiscal Services</a> webpage.
Reimbursement of Parking	Reimbursement for parking goes through the <a href="#">Travel Office</a> . Local parking charges (within 50 miles of the employee's <a href="#">official duty station</a> ) can go on ProCard for UW business purposes only when the individual is NOT in travel status.