



This form is used for general reimbursements, miscellaneous income, and refund payments. It must be submitted through Emburse invoice management for payment processing. **If a vendor invoice is being submitted, this form is not required and the vendor invoice can be submitted directly through Emburse invoice.** Payments to SDSU/SDSURF employees or students must be made via direct bank deposit. Checks can only be mailed to the payee's listed U.S. address. **Do not use this form for travel or mileage reimbursements.**

VENDOR INFORMATION

Payee's Legal Name: _____ Phone Number: _____

Mailing Address: _____

SDSU Email Address: _____ Other Email: _____

Reason for Payment: _____

Is the payee an employee or a student of SDSU or SDSURF? YES NO

If yes, enter Red/SDSU ID: _____

PAYMENT DETAILS

Payment Amount:

Select only one type of expense:

_____ Miscellaneous income (awards, honorariums, prizes, participation incentives, service contracts, etc.)

If miscellaneous income is selected, the information below is required.

Date(s) of event or service: _____

Were the contracted services performed or provided in California? Yes No

Payee has been an employee of SDSURF within the past 18 Months? Yes No

If yes, please indicate project or department and date of employment: _____

Is the payee a U.S. citizen or resident? YES NO If no, additional documentation may be required.

Is the payee a California resident? YES NO

Note: SDSURF may be required to withhold federal and/or California income tax from all payments.

_____ Miscellaneous reimbursement

_____ Refund

_____ Other: _____

ALL SIGNATURE AUTHORITY APPROVALS WILL BE DONE THROUGH EMBURSE