Expedited Payment Request

Expedited Payment Requests (EPR) are for emergency situations where a payment is needed as soon as possible. Please note that same day payment cannot be guaranteed. EPR's may not be requested for purchase order payments, sub-contract award payments, or employee reimbursements. EPR's will rarely be allowed, and University Payables (UPAY) will make the final determination.

UPAY will review the EPR and if it's approved, it will be processed as soon as possible. If it is not approved, the EPR will be processed based on the order in which it was received. You will be able to check the processing status of the expense report in the Activity Name column in your TEM Inbox. Expense reports have been processed if they are not found in your inbox or if they have the titles *ER Export* or *ER Verify.*

Step	Task
1.	Verify the Banner vendor number and address are correct.
2.	Click the **Expense Report** icon.
3.	Complete the **Document Header** information. 1) Enter a unique report title in the **Report Title** field. Begin the **Report Title** with the prefix "EPR" (e.g., EPR Immediate Payment) to expedite the processing of the Expedited Payment Request. 2) Select the **Purpose** of a. **Misc Vendor – Payment for Goods**, b. **Misc Payment – Vendors, Non-Employees, and Students**, or c. **Misc Vendor – Foreign Natl Reimbursements**. **NOTE:** For all Vendor Payments, only one invoice/receipt may be attached per Expense Report. 3) For checks required to be picked up in Cashiering, choose your specific campus from the **Special Handling** drop down menu. **NOTE:** If you will be using a State Fund CFOP, select **Pick up State Funded Check** from the drop down menu and Payables will route the check to the appropriate Cashiering Office for you. 4) Enter information in these required fields. a. **Business Purpose/Justification** b. **Payee Name** c. **UIN/ID** d. **Vendor Invoice #/Ref#** e. **Contract #** (if applicable) f. **Vendor Address Type** g. **Vendor Address Seq** 5) Select an affiliation (e.g., Vendor) from the **Payee Affiliation** menu.
4.	Click the **Continue** button.
5.	Select the **Expense Type** from the menu.
6.	Click the **Add Expense** button.
7.	Enter the information in the fields under **Standard Information**.
8.	Select a CFOP from the **Project** menu under **Charge Code Allocations**.

Step	Task
9.	Enter the business reason for the Expedited Payment Request in the **Notes** field. Also, if picking up a check, enter the name and 10-digit phone number of the contact person.
10.	Click the **Save** button.
11.	Attach any receipts if necessary. For more information on how to attach receipts, review the Browse and Attach Receipts and Supporting Documentation job aid. **NOTE:** For Vendor Payment, attach only one invoice/receipt per Expense Report.
12.	Click the **Submit** button.
13.	Read the certification information, and click **View Policy** if necessary.
14.	Click the **Continue** button.

Additional information:

- Vendor Payment Expense Reports with multiple invoices/receipts attached will be rejected back to the submitter for correction.
- The following payment types will not be approved for expedited payment and must follow the regular payment request procedures:
  - Utility payments
  - Refunds
  - Non-employee travel reimbursement
  - Shipping fees
  - Services already rendered

For more information, refer to the Create an Expense Report (ER) job aid.