PAYMENT REQUEST TRANSACTIONS

Payments to Individuals

**Performer** - Individual performing at a Harvard sponsored event.

**Lecturer** - An individual speaking or lecturing at a Harvard class or Harvard Sponsored event.

**Speaker** - See Lecturer

**Award** - Payments to individuals winning a prize.

**Fellowship** - Educational subsidy payment issued to an individual to support them in their scholarly endeavors.

**Grant** - See fellowship payment

**Stipend** - See fellowship payment

**Honorarium** - Payment for services rendered where no set value is assigned.

**Readers Fees** - Proofreading or editing service fees paid to individuals.

**Research Fees** - Research assistance fees paid to individuals.

Administrative

**Royalties** - Payments to individuals or companies for royalties regarding use of physical and intellectual property.

**Utilities** - Payments to NStar, Comcast, Verizon, etc.

**Petty Cash** - Payments to establish or replenish local petty cash funds.

**Membership and Dues** - Payments made directly to a vendor for membership, dues or subscription renewal.

**Bank Fees** - Payments to banking institutions for interest, fees, etc.

**Refunds** - Payments to refund individuals or companies for health insurance premiums, cancellation of a previously paid for Harvard Sponsored events, etc.
**Subcontractors** - Services provided by a third party, mostly hospitals.

**Visa fees** - Payments of processing fees to Department of Homeland Security.

**Benefits Providers** - Health, dental LTD (Long Term Disability), disability insurance premiums.

**Charitable Contributions and Donations** - Payments to vendors participating in Harvard Community gifts, donations made on behalf of deceased employees, etc.

**One Time Emergency Service** - Payment for emergency services and/or travel time not covered by maintenance agreements.

**Invoices presented in foreign currency** - Foreign currency cannot be paid through Oracle. User should use current currency exchange rates to convert invoice amount into USD, and pay with Payment request.