

PAYMENT REQUEST

Request number is Unique to each eForm

Request 1175313

Date Submitted 06/21/2023	Submitter Barton, Debra L	Department Geisel Finance Center	Finance Center Geisel Finance Center
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Enter Last Day of Travel or Receipt Date for Invoice Date

Student Submitters will need to select a Finance Center

Invoice Date	Expenditure Date (for PTAE0 validation)
<input type="text"/>	<input type="text"/>

Provide a concise Business Purpose (see example)

Legal Payee Name*	Business Purpose (will display on check)*
<input type="text"/>	Trip to NACUBO Conference

Enter the Student's name, last name first to populate a list of values from the Dartmouth AP Supplier table

GL/OGA Description (if different from Business Purpose)
<input type="text"/>

Pay To	Payment Method
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Payment Type Travel/Business Expense	Payment Amount <input type="text"/>
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NOTE: If the Student's name does not populate in the Legal Payee Name field, OR the student has a change of address, scroll down to the New Payee/Address Section of the e-form (see instructions on page 4)

I have expenses to report that are for (select all that apply):

- Non-Travel
- Travel
- Payables Advance
- Accompanying Individuals

Consult the [Business Expense Policy](#) to obtain current source for per Diem rates.

Be sure to select at least one (Non-Travel, or Travel) and others that may apply in this section