



One-Time Vendors

A one-time vendor is a vendor created by an OSU employee [not by Vendor Maintenance] through either the TRAVEL SYSTEM or PREP. When appropriate, using a one-time vendor will save time and the payment will be processed more efficiently. Once the travel reimbursement or refund is processed using a one-time vendor it is automatically inactivated and cannot be used again.

See documentation below to determine when a one-time vendor can be used:

TRAVEL REIMBURSEMENTS:

If the following criteria are TRUE, you can save time by entering the individual as a non-recurring vendor in the eTravel System when the reimbursement is being initiated.

- This is for a single (non-recurring) travel reimbursement only.
- This is for a non-taxable travel reimbursement only – see Tax Compliance for more information.
- There are no services, relocation expenses or taxable compensation (e.g. awards, honoraria, fees, stipends, et al) included in this travel reimbursement.
- There will be no planned or anticipated future travel reimbursement or other types of payment to this individual.

REMINDERS:

- After the travel reimbursement payment is issued, the vendor will be automatically inactivated.
- Exceptions apply to payments associated with a wire transfer and/or non-resident aliens – see travel@osu.edu for additional directions.
- Travel expenses associated with employee relocation is a taxable reimbursement and should not be processed through the eTravel System (see Relocation Expenses Policy for processing instructions).
- Improper handling of this could have significant taxable impacts and by processing this transaction, you and your unit are accepting all accountability for any IRS implications of this transaction, whether or not intended.

When entering the Payment Request Information in TRAVEL you may see the following warning:

“WARNING: You are initiating this transaction in a manner which will create a non-recurring vendor intended for this single reimbursement only. By submitting this request you are affirming that this transaction is for a non-taxable reimbursement only, that no services or other taxable compensation is included and that no future reimbursements or any other types of payments to this vendor are planned or anticipated. Improper handling of this could have significant taxable impacts and by processing this transaction both you as initiator and your department are accepting all accountability for any IRS implications of this transaction, whether or not intended.”

REFUNDS:

In order for a Payment Request entered into PREP (Payment Request Entry Page in PeopleSoft) to initiate a one-time vendor, you need to choose a Pay Type of **Refund**, use the appropriate Convenience Order Number and Vndr Action needs to be Add Vendor. Enter the vendor name and address as it should appear on the check. After the refund payment is issued, the vendor will be automatically inactivated.

- If you know there will be more than one refund, a reimbursement or a payment in the future, you should have the vendor created through Vendor Maintenance and a Vendor Setup Form is required.

INCOME PAYMENTS:

A one-time vendor **cannot be used to issue a payment for income** [this includes awards, honoraria, fees, stipends]. When this is the case, obtain a Vendor Setup Form, save it as a pdf file and enter a Vendor Maintenance Request through the Purchasing website to request a new vendor.