Payment to Employees (Faculty and Staff)

Is the payment a reimbursement?

- yes: Submit payment through Concur or Check Request
- no: Process through Payroll on Miscellaneous Pay Form (Honorarium or award)
Payment to Students

Is this payment for services?

- Yes: Payment has to be paid at a CC approved hourly rate. 
  Contact Student Employment

- No: Is payment educational in nature? (Venture grant, research, travel grant, or financial assistance for books, computers, supplies, etc.?)

  - Yes: Submit a Student award payment form
  - No: Is the payment a prize or an award? (Commencement award, student of the year, prize for a contest, or a college reimbursement for college-related activities?)

    - Yes: Submit payment through Concur or Check Request
    - No: Contact the Tax and Compliance Manager

*Please see the Tax & Compliance website for more information on payments to students.
Vendor - Company

Is this payment for capital equipment (equipment that exceeds $5,000), professional services (consulting), or for a contract or agreement (memorandum of understanding)?

yes

Contact Purchasing for a purchase order (PO) before submitting payment

Submit a Check Request

no

Submit payment through Concur or Check Request

*Payments against PO’s can not be processed through Concur. Please see the Purchasing website for more information.
**If payee is international, see international flowchart
***All payments require a “W-9” or “W-8BEN” before payment can be processed
Is the payee a student, employee, or other payee?

- **Student**
  - Submit payment to [Student Employment](#).

- **Employee**
  - Submit payment to [Payroll](#) on a [Miscellaneous Pay Form](#).

- **Other**
  - Does the payee provide their services to other customers besides CC?
    - **Yes**
      - Submit payment through [Concur](#) or [Check Request](#).
    - **No**
      - Contact [Human Resources](#) to determine employment status.

*If payee is international, see international flowchart

**All payments require a “W-9” or “W-8BEN” before payment can be processed**
International Payees/Foreign Visitors

Is payee performing services on U.S. soil?

- **yes**
  - Contact the Office of International Programs before bringing the visitor to campus.
  - Individual payee needs to meet with the Tax and Compliance Manager to determine payment process and any applicable tax withholding.

- **no**
  - Complete Foreign Source Statement and include with payment request through Concur or Check Request

Vendor

Submit through Concur or Check Request

Employee

Contact Human Resources

*Please see the Tax & Compliance website for more information on payments to international payees*