PCARD REINSTATEMENT REQUESTS

If submitting a permanent reinstatement, where limits are suspended:

<table>
<thead>
<tr>
<th>Current Travel Limits</th>
<th>Current Goods &amp; Services Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Suspended TRVL) TRVL Limits</td>
<td>(Suspended G&amp;S) G&amp;S Limits</td>
</tr>
</tbody>
</table>

Please be sure to use the following reason in the header:

Reason for Request

10. Suspend/Reinstate

And for the expense type, please use the following:

Expense Type

07. Suspend/Reinstate

RESEARCH PARTICIPANT PAYMENTS (SUBJECT PAYMENTS)

When processing a Non-PO Invoice for Non-US Citizens and US Citizens, the Reference Box and the Header Text should read Research Participant Payment (or as much as you can fit in the box).

The short text box and the long text box should still be the same as before. Short text should be whatever information you want to show up on a budget report. For example: Research Participant – Smith, IRB123. The long text box should still contain – who, what, where, when and why – as well as the IRB number.

REMINDEERS FOR SAP CONCUR REPORTS

For receipts - Please be mindful when uploading receipts to SAP Concur Reports, to only include pages with information needed for the transaction(s). For example, if the information needed is provided on first two pages and the remaining pages are ads/images, please omit the ads.

For Group Meals - Please process as a Travel Report, not Goods & Services.