

Payment Types

Users will be asked to identify the type of payment used when they paid an expense. To facilitate the user, a drop down menu will list the types of payment available for selection. Once the Payment Type is identified the collective bargaining description will determine the applicable rules and/or policies applied to the request. Payment Types available are listed below.

Payment Type	Definition
Cash	Cash is currency, a personal check and/or personal debit or credit card (non-State sponsored) used for payment of expenses incurred while conducting official State business.
Corporate Card	A Corporate Card is a State-sponsored credit card used for payment of expenses incurred while conducting official State business.
Department Paid	Department Paid identifies a travel expense that is charged directly to the State via a State approved travel agency or a business travel account (BTA). An example of a Department Paid payment type: Commercial Airfare that is not paid by the employee/non-employee but billed by the airline or travel agency directly to the State.

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