

University of Houston Voucher Workflow Matrix for Scholarships and Tax-Related Payments

Account	UHCL/UH D/UHV Account	Account Description	Payee Classification	Workflow Path
50054		COST REIMBURSEMENTS-NON-SPECIFIC	Student (Employee or Non-Employee)	Scholarships
52404		LECTURERS AND ARTISTS (Upload Foreign National Information Addendum)	Non-Employee	Tax
52405		RECEIPTED EXPENSES-LECTURES & ARTISTS (Upload Foreign Natl. Info. Addendum)	Non-Employee	Tax
53523		ROYALTIES (Upload Foreign National Information Addendum)	All Classifications	Tax
53857		CONTRACT SERV-OTHER-CONTR SVC (Upload Foreign National Information Addendum)	Non-UH Employee or Non-UH Student	Tax
54802	54822	UH-CLUB MEMBERSHIP DUES	Employee	Tax
54804		KEY EMPLOYEE INSURANCE (Include Taxable Payments form - Exhibit B on Finance Forms page)	Employee	Tax
54806		MOVING CO PAYMENT - TAXABLE (Refer to Tax Website for required forms)	Moving Company	Tax
54810		HUMAN SUBJECT TESTING (Include Taxable Payments form - Exhibit B on Finance Forms page)	Employee	Tax
54812		EMPLOYEE STIPENDS (Upload Foreign Natl. Info. Addendum w/Tax Approval)	Student Employee	Scholarships
54812		EMPLOYEE STIPENDS (Upload Foreign National Information Addendum)	Non-Student Employee	Tax
54814		OTHER TAXABLE WAGE BENEFITS (Include Taxable Payments form - Exhibit B on Finance Forms page)	Employee	Tax
54815		HOUSING ALLOWANCE (Include Taxable Payments form - Exhibit B on Finance Forms page)	Third Party (Not Paid to Employee)	Tax
54816		EMPLOYEE DISCOUNT > 20% (Include Taxable Payments form - Exhibit B on Finance Forms page)	Employee	Tax
54817		PARTICIPANT-TRAVEL EXPENSES (Upload Foreign National Information Addendum, and process payment in the Concur Travel Management System, or A/P for UHCL, UH, UHV)	Non-Employee	Tax
54819	54849	UH-NON-EMPLOYEE STIPENDS (Upload Foreign Natl. Info. Addendum w/Tax Approval)	Non-Employee and Student	Scholarships
54819	54849	UH-NON-EMPLOYEE STIPENDS (Upload Foreign Natl. Info. Addendum)	Non-Student	Tax
54820	54850	UH-PARTICIPANT INSURANCE STIPEND	Student	Scholarships
54821	54851	UH-NSF PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum w/Tax Approval)	Student	Scholarships
54821	54851	UH-NSF PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum)	Non-Student	Tax
54823		UH EMPLOYEE PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum w/Tax Approval)	Student Employee	Scholarships
54823		UH EMPLOYEE PARTICIPANT STIPEND (Upload Foreign National Information Addendum)	Non-Student Employee	Tax
54825		NON-UH EMPLOYEE PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum w/Tax Approval)	Non-Employee Student	Scholarships
54825		NON-UH EMPLOYEE PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum)	Non-Employee and Non-Student	Tax
54900		TUITION-REIMB, NOT JOB RELATED	Student	Scholarships
54902	54950	UH-NON-EMPLOYEE AWARDS (Upload Foreign National Information Addendum)	Non-Employee and Non-Student	Tax
54904	54951	UH-EMPLOYEE AWARDS (NON-CASH > \$50) (Include Taxable Payments form - Exhibit B on Finance Forms page w/Tax approval)	Student Employee	Scholarships
54904	54951	UH-EMPLOYEE AWARDS (NON-CASH > \$50) (Include Taxable Payments form - Exhibit B on Finance Forms page)	Non-Student Employee	Tax
54906		TUITION REIMB, JOB RELATED	Student (Employee or Non-Employee)	Scholarships
54907		EMPLOYEE NON-TAX AWARDS	Student Employee	Scholarships
54912		STUDENT AWARDS (Upload Foreign National Information Addendum w/Tax Approval)	Student	Scholarships
55300		UH-SCHOLARSHIPS FROM UNIV OR ENTITLEMENT PROGRAM	Student	Scholarships
55301		UH-SCHLRSHIP INDIRECT AWARD	Student	Scholarships
55302		UH-SCH-QUALIFIED-TUIT/FEES/BOOKS	Student	Scholarships
55303		UH-SCHOLAR-RES HALLS-NON-EXEMPT	Student	Scholarships
55304		UH-SCHOLAR RM/BOARD OFF CAMP NON-TAXABLE	Student	Scholarships
55305		UH-SCHOLARSHIP QUALIFIED TUITION & FEES - FUND 5	Student	Scholarships
55306		UH-THESIS GRANTS	Student	Scholarships
55307		UH-ATH SCHOL FTB(M)	Student	Scholarships
55308		UH-ATH SCHOL BKT(M)	Student	Scholarships
55309		UH-ATH SCHOL BSB(M)	Student	Scholarships
55310		UH-ATH SCHOL GLF(M)	Student	Scholarships
55311		UH-ATH SCHOL TEN(M)	Student	Scholarships
55312		UH-ATH SCHOL TRK(M)	Student	Scholarships

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55313		UH-ATH SCHOL C-C	Student	Scholarships
55314		UH-ATH SCHOL BKT(W)	Student	Scholarships
55315		UH-ATH SCHOL SWM(W)	Student	Scholarships
55316		UH-ATH SCHOL TEN(W)	Student	Scholarships
55317		UH-ATH SCHOL TRK(W)	Student	Scholarships
55318		UHATH SCHOL VOL(W)	Student	Scholarships
56121		MOVING EXPENSES TAXABLE (Refer to Tax Website for required forms)	Employee (Current or Future)	Tax
56122		MOVING-HOUSEHUNTING TAXABLE (Refer to Tax Website for required forms)	Employee (Current or Future)	Tax
56124		UH-DOMESTIC STUDENT TRAVEL (Upload Foreign National Information Addendum, and process payment in the Concur Travel Management System, or A/P for UHCL, UHD, UHV)	Student	Tax
56129	56427	UH-PROSPECTIVE STUDENT TRAVEL (Upload Foreign National Information Addendum, and process payment in the Concur Travel Management System, or A/P for UHCL, UHD, UHV)	Prospective Student	Tax
56137		UH-UNIVERSITY GUEST TRAVEL (Upload Foreign National Information Addendum, and process payment in the Concur Travel Management System, or A/P for UHCL, UHD, UHV)	Non-UH Employee or Non-UH Student	Tax
56138	56426	UH-SPOUSAL TRAVEL NON-BUSINESS (Include Taxable Payments form on Finance Forms page)	Employee	Tax
<p>Student - Refers to University of Houston students only</p> <p>w/Tax Approval - Some vouchers sent to Scholarships also need Tax approval. Email the Tax Department the voucher number. Tax Dept puts their approval in Comments. Then route to SFA.</p> <p>Taxable Payments or Reimbursements Form - Exhibit B from SAM 03.D.06 www.uh.edu/Finance/Forms/Taxable Payments or Reimbursements to Employees</p>				
<p>Foreign National Information Addendum - http://www.uh.edu/finance/TaxInformation/PDF_files/Foreign%20National%20Information%20Addendum.pdf</p>				