

DEFINITIONS	
Certificate of Insurance	A COI is issued by the provider's insurance company that outlines the type and dollar amount of coverage and verifies the existence of insurance held by provider.
Check Request	Used to request payment for services.
Event Waiver	Cabrini's legal document with terms and conditions for doing business.
Honorarium	Used to pay an honorarium for service provided on-site or virtually by a speaker for a fee of \$500.00 per person, per semester for a total not-to-exceed \$1000 per fiscal year. Not to be used to pay an employee of the University for a speaking engagement.
Invoice	An itemized bill for goods or services outlining the terms and conditions including the date(s) of service, amount to be paid, service being provided and provider's name and address on their official letterhead.
Mileage Rates	Fixed rate set by the IRS annually for reimbursable miles driven for business purposes using a personal vehicle. Speaker reimbursement to be submitted on a check request with support documentation
Off-Site Event	A Cabrini sponsored private/public event held off campus.
On-Site Event	A Cabrini sponsored private/public event held on campus with an invited guest(s) to speak, a performer(s) or a vendor providing goods or services.
On-Site Speaker	A Cabrini sponsored private/public event held on campus with an invited guest(s) to speak at the event.

PCARD	University issued credit card for business purposes and not to be used to for payment, deposits or prepayment of events or speakers.
Payment Terms	Cabrini's legal terms and conditions of the payment schedule (check release) for the purchase of goods or services.
Prepayment (Deposit)	Payment arrangement due before the start of the service and to be provided on a check request accompanied with an invoice and copy of the contract prior to the payment due date with final approval by the Business Office.
PSA	Cabrini's legal document with terms and conditions for doing business.
Purchase Order	Cabrini's legal document used obtain goods or services.
Requisition	An internal document used to request goods or services for generating a purchase order.
Support Documentation	Merchant-produced or non-university document that records the relevant details for each item purchased must include all the following: merchant name and address, date of purchase, description of item(s), unit price, quantity, transaction total and Cardholder authorization signature and/or the last four (4) digits of the credit card number. Packing slips, internet shipping confirmations, altered receipts and handwritten documentation are not acceptable.

<p>Toll Reimbursement</p>	<p>Submitted after services have been provided with a Paper Toll receipt, Toll by Plate invoice or E-Zpass transponder Toll Charge or Away Agency detail with provider's account number/holder name, amount, transponder number, entry and exit location and date/time.</p>
<p>Travel Reimbursement</p>	<p>Submitted on a check request after services have been provided with attached itemized receipts for tolls, meals, hotels and a Google/MapQuest detailed trip route (roundtrip) showing actual business miles traveled.</p>
<p>Vendor Contract</p>	<p>Provider's legal document with terms and conditions for doing business with Cabrini.</p>
<p>Virtual Speaker</p>	<p>A Cabrini sponsored private/public event held remotely and totally virtual with an invited guest(s) to speak at the event.</p>
<p>W9</p>	<p>Completed by everyone that is providing goods or services to Cabrini. Required only once to establish a profile in Banner. Or as needed by the IRS for tax purposes.</p>