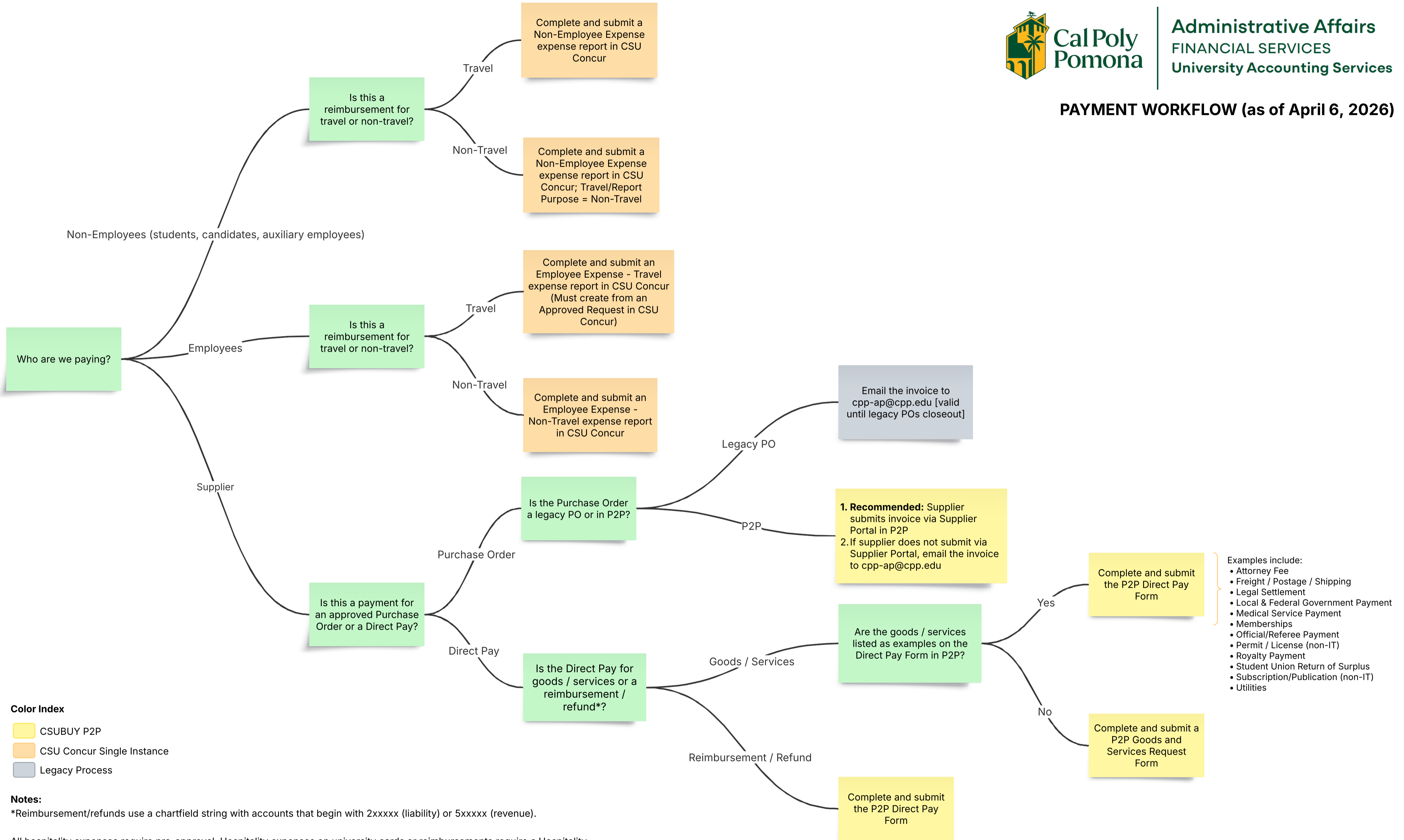


PAYMENT WORKFLOW (as of April 6, 2026)


- Color Index**
- CSUBUY P2P
 - CSU Concur Single Instance
 - Legacy Process

Notes:
 *Reimbursement/refunds use a chartfield string with accounts that begin with 2xxxxx (liability) or 5xxxxx (revenue).

All hospitality expenses require pre-approval. Hospitality expenses on university cards or reimbursements require a Hospitality Justification Form in CSU Concur. Hospitality expenses in CSUBUY P2P require a Hospitality Request (non-travel) form.

- Link to [Regular Direct Pay Form \(PDF\)](#) on UAS Accounts Payable website.
- Link to access CSUBUY [P2P Direct Pay Request Form](#).
- Link to access [CSU Concur system](#).