Guidelines for Participant Pay

The following is a summary of a meeting with representatives from Sponsored Programs, Central Processing Center, A&S Dean's Office, and several department staff individuals. The purpose of the meeting was to clarify how to pay what a sponsor considers Participant Pay, but is actually coded as something else in the Banner system.

Set up the Banner budget for the award to reflect where you expect expenses to occur, to the extent possible.   Don't put budget on the Participant Pay budget line if you anticipate payment from another line.

The following account codes are the most common codes used for Participant Pay and can be used on the DPV:

741014 – Participant Pay
782003 - Prizes and Awards (Student)
739XXX – Various Travel *

*If using the travel codes, be sure the DPV Payment Type is Expense Reimbursement – Travel. DPV Payment type and Account codes must match.

The amount of travel expense can be included in a lump sum and disbursed as Participant Pay, but this may become taxable to recipient.

Participant Pay is usually for non-SLU employees (not for SLU faculty, staff or students). SLU employees are paid via Additive Pay for Participant Pay (unless it is a reimbursement). Students may be paid using the Prize and Award category, not Participant Pay. Be sure to submit the required documentation for this category.

Federal Sponsors usually exclude F&A on Participant Pay; account codes 741014 and 782003 are already excluded from F&A in Banner. If you're paying out using other codes such as Travel, the Office of Sponsored Programs (OSP) can arrange the proper exclusion by the system. Notify your OSP grant account so that they can apply the correct cost basis code.

The College of Arts and Sciences established PPYMNT as an activity code to identify and track Participant Pay expenses on non-Participant Pay lines.

The eSeePay DPV Payment Grid can be found at the following site:
http://www.slu.edu/busfin/departments/accounts-payable/esee-pay
The grid provides a listing of supporting documentation and eligibility explanations for each DPV payment type.

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