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<th>Type of Expense</th>
<th>Professional Service Providers</th>
<th>Description</th>
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**Note:**
- Professional service providers may be required to submit their own documentation for reimbursement.
- Professional service providers should be aware of the terms and conditions detailed in the reimbursement guidelines.

**Professional Service Providers Procedure:**
1. Submit all required documentation, including invoices and any other supporting materials, to the relevant department.
2. Ensure that all information is accurate and complete to facilitate timely reimbursement.
3. Keep records of all transactions and communications related to professional service providers for audit purposes.

**Service of Process:**
Service of process is required for all professional service providers involved in the project. Ensure that the service is provided in accordance with local laws and regulations.

**Payment Terms:**
Payment terms for professional service providers are subject to the terms agreed upon in the contract. Ensure that all payments are made promptly and in accordance with the agreed terms.

**Reporting:**
Regular updates on the status of professional service provider activities and financial records are essential for maintaining transparency and accountability.

**Risk Management:**
Consider the potential risks associated with the involvement of professional service providers and implement appropriate risk mitigation strategies.

**Compliance:**
Ensure compliance with all relevant laws, regulations, and industry standards related to professional service providers.

**Communication:**
Maintain open and regular communication with professional service providers to address any concerns and ensure smooth project execution.

**Conclusion:**
Professional service providers play a crucial role in the success of the project. By following the outlined procedures and maintaining a high level of diligence, the project can be completed efficiently and effectively.
Provide this attachment to require contractors to follow the university Travel Reimbursement Policy.

This form is needed when the CPS reaches $500,000 and over if a competitive process is not followed.

This form is only needed when paying foreign National Vendors.

For more complex CPS transactions, the statement of work may be on an attached sheet or a vendor's attached proposal.

Statement of Work - This information is required on all CPS transactions, including CPSs.

Contract for Professional Services At-A-Glance Reference Grid