

AP&T Current Service Levels

Additional information regarding the processes outlined below, including the most up to date templates, can be found on our [website](#).

Request Type**	AP& T Review Service Level *	Additional Information
Accounts Payable		<p>*Service Levels are standard goals for the AP&T Department, they are subject to change. Service Levels may vary based on complexity, changes or updates involved with the Payment Request.</p> <p>**Incomplete requests or requests submitted on the incorrect template <u>will be returned or canceled</u>, and may result in significant delays to the review process.</p>
Invoice Approvals	Up to 10 business days	
Reimbursement Request	Up to 10-14 business days	
Direct Payment Request	Up to 10-14 business days	
Payment In Advance (PIA)	Up to 1-2 business days	
Cancel/ Reissue Checks	Up to 1-2 business days	
Vendor Creation/Maintenance (204 form)	Up to 3-5 business days	
EFT/ ACH Add or Change Request	Up to 1-2 business days	
Auxiliary Payments		
UFSS Invoice Approvals	Up to 10 business days	
UFSS Check Requests	Up to 10-14 business days	
CapRadio Invoice Approvals	Up to 10 business days	
CapRadio Reimbursement Requests	Up to 10-14 business days	
CapRadio Direct Payment Request	Up to 10-14 business days	
Concur Travel		
Travel Requests	Up to 1-2 business days	
Travel Expense Report – Domestic	Up to 6-8 weeks	
Travel Expense Report – International	Up to 6-8 weeks	
Non-Employee Travel	Up to 6-8 weeks	
Travel Cards		
Processing New Travel Card Requests	Up to 1-2 business days	
Processing Instant Card Requests	Up to 1-2 business days	
Increasing Travel Card Limit	Up to 1-2 business days	
Moving & Relocation Reimbursement		
Itemized Reimbursement	Up to 6-8 weeks	