

THE FLORIDA STATE UNIVERSITY

Allowable Unencumbered Disbursements

AP Central Office:

- Accreditation fees
 - Background checks by Florida Law Enforcement agencies
 - Bond payments
 - Building Leases / Rentals (as approved by University Lease Administrator, 645-6744)
 - Cadavers for Gross Anatomy laboratory
 - College of Medicine's clinical rotation payments
 - Conference registrations within Tallahassee area
 - Dues, fees for professional, occupational, or other licenses required for a person to perform his/her official duties & specifically authorized by law.
 - Health Insurance
 - Homeland Security fees as required by the Federal Government
 - Honorarium Payments - more information located [here](#)
 - Insurance payments to other Florida state agencies
 - Bid and quote laws must be adhered to when doing business with a private insurer
 - Land purchases
 - Legal services as approved by General Counsel's office
 - Management Data activity
 - Medical services for student athletes
 - Merchant credit card charge fees
 - Memberships & Registrations (fees for professional organizations and events)
 - Notary/insurance/stamp services for benefit of the University
 - Peer Review and Research Board and Committee Members - more information located [here](#)
 - PostDoc Fellow Payments (FSU non-student/FSU non-employee)
 - Postal services via the US Postal Services (stamps, meters, packaging)
 - Publication charges/ Page charges/ Scientific reprint fees
 - Research Participants
 - Payments EXCLUDED FROM the modified total direct cost F&A base
 - Settlement Agreements for settlements with vendors or employees as outlined in the agreement, approved by the appropriate Vice-President
 - Subscriptions & Renewal Subscriptions (certain criteria to be adhered to can be found [here](#))
 - Tickets & admission fees
 - Travel Expenses incurred by the company - (Receipts Required) - more information located [here](#)
 - FSU Employee's and Guest Travelers are reimbursed through Concur
 - Tolls (Sun Pass, etc)
 - Utilities (water, electric, sewer, gas, refuse disposal, telephone, data services)
 - Vehicle tags for university vehicles, to include tags or licenses for boats, cars, vans, and trucks.
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- **Travel Office:**
 - Conference registrations outside the Tallahassee area
 - Hotels' Direct Billings

There may be incidents where unencumbered payments are necessary that are not detailed above. Those rare occurrences will be discussed between Accounts Payable and Procurement Services on a case-by-case basis.