

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 business days	
CapRadio Direct Payment Request	Up to 10 business days	
Concur Travel		
Travel Requests	Up to 1-2 business days	
Travel Expense Report – Domestic	Up to 4-6 weeks	
Travel Expense Report – International	Up to 8-10 weeks	
Non-Employee Travel	Up to 4-6 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 8-10 weeks	