

## Carrier Route Codes (Only to be used when special handling of a check is required)

**H** = Hold check for pickup in the Business Office

**I** = Enclosure needs to be mailed with the check (email the enclosure to the Business Office)

**J** = Check is sent back interoffice to the Department

### Concur Invoice field for Carrier Route:

Invoice Details							
Policy	Invoice Name	Invoice Number	PO Number	Invoice Date	Invoice Received Date	Chart	
*USA-Test-Non-PO Invoice Policy							
Division	Div2	Org	Fund	Program	Activity	Index	
Currency	Total Invoice Amount (incl S&T)	Comments	Request Total	Carrier Route			
USD-US, Dollar	0.00		0.00				