

Complete this form to request a payment to an individual for eligible payment types processed by our approved supplier Candex on behalf of the University. Include all supporting documentation, save the completed document as a PDF using the specified naming format, and submit it for processing.

Recipient Information

Full Name

Email Address

Engagement Details

Description of Engagement (e.g., specific event, lecture, panel or activity)

Role/Contribution (e.g., speaker, academic achievement)

Date(s) of Service

Amount

Accounting Codes or SpeedChart

SpeedChart Description

Foreign Individual

Payment eligibility for foreign individuals is determined in accordance with U.S. tax and immigration regulations. Select one:

Recipient traveled to the U.S.; visa type/class:

Recipient did not travel to the U.S.

By signing, I confirm I have reviewed the [Allowable Payments by Visa Type](#) chart, verified the recipient's eligibility, and acknowledge that the payment is subject to U.S. tax withholding unless exempt, or if the recipient did not travel to the U.S. or performed services outside the U.S.

Department Contact

Submitted By

Phone Number

Department Name

Date Created

Digital Signature

Adobe Digital ID or DocuSign ID

Expense reimbursements within policy thresholds for eligible expense categories related to Candex payments may be processed if included in the same request. Attach a completed [Expense Reimbursement Form](#), itemized receipts, proof of payment, and an [Oanda Currency Conversion](#) for foreign currency expenses, if applicable.