



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 (summarize the purpose or nature of the honoraria)

Role/Contribution (e.g., lecturer or guest speaker)

Date(s) of Service

Amount

Accounting Codes or SpeedChart

SpeedChart Description

Foreign Individual

Service Location (choose one)

Performed in the United States

Performed outside the United States

By signing, I confirm I have read the [Allowable Payments by Visa Type](#) and acknowledge the recipient qualifies for payment, subject to U.S. tax withholding unless exempt, or if services were performed outside the U.S.

Department Contact

Submitted By

Phone Number

Department Name

Date Created

Digital Signature

Adobe Digital ID or DocuSign ID