

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

Jamie Santorini

Full Name

jamiesantorinisemail@gmail.com

Email Address

Engagement Details

Provide insight on constitutional rights and legal interpretations lecture series

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

Guest lecturer

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

12/03/2025

Date(s) of Service

\$ 250.00

Amount

55ABC124

Accounting Codes or SpeedChart

Law Constitutional Rights Lecture

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: **R B1/B2**

☐ 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

Tim Connelly

Submitted By

(212) 854-1234

Phone Number

Tim
Connelly

Digitally signed by Tim Connelly
Date: 2025.12.03 16:39:50 -05'00'

Law Center for Constitutional Studies

Department Name

12/03/2025

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.