

HOW TO PAY EXTERNAL PAYEEES

All payments processed through **Candex**—Procurement
Initiated by: Funding Department

Payee Type	Payment Type	When
Alumni	*Expense or Travel Reimbursement	Within 45 days of last travel day or expense
Guests	*Cash Award	Upon award conferral
	Expense or Travel Reimbursement	Within 45 days of last travel day or expense
Non-Tulane Student	Program Support Payment (use Prize/Award category)	Department to schedule
	*NSR Fellowship	Department to schedule
	Expense or Travel Reimbursement (use Guest Travel category)	Within 45 days of last travel day or expense
Research Participants	Participant Support	Within 45 days of expense
	*Study Participation	Upon completion of study participation
Speaker, Lecturer, or Guest Artist	*Honorarium	Upon completion of service
	Expense or Travel Reimbursement (use Guest Travel category)	Within 45 days of last travel day or expense
Trainees	Non-Taxable Stipend (Rare)	Department to schedule
	Expense or Travel Reimbursement	Within 45 days of last travel day or expense
Visiting Scholar	Non-Service Stipend (Non-Resident Alien or US Citizen)	Upon approval of visiting scholar
	Honorarium	Upon approval of visiting scholar
	Expense or Travel Reimbursement	Within 45 days of last travel day or expense

**Applies to all Expense or Travel Reimbursement payments: Airfare and lodging must be booked through Concur or World Travel and paid with the Tulane T&E card per policy.*

**Cash Award: For individuals only, given in recognition of an accomplishment or contest of skill. Award documentation required, including a list of winners and prize amounts.*

**NSR Fellowship: For individuals only. Funds independent travel, research, teaching, or supplemental research expenses. No service is expected in return.*

**Study Participation: Signed research participant form and Tulane IRB approval required.*

**Honorarium: Provided as a token of appreciation for participation in an event where no fee is legally required. Event documentation required. Artists with contracts follow the Requisition/PO process.*

Note: Vendor payments follow a separate process. See the How to Pay a Vendor graphic for details.

