

What *CAN* and *cannot* be processed with Candex?

Can:

Honoraria

Net (Print) Royalties

Athletics- Game Day Services

Patient Actors

Travel re-imbursements for Non Employee

Required Documents for each category:

Honoraria- ICED form, Event flyer, Invitation to campus and offer of the honorarium

Net (Print) Royalties- Invoice including print royalty, date, and total amount

Athletics- Game Day Services- Invoice including services, dates, and total amount

Patient Actors- Invoice including services, dates, and total amount

Travel reimbursements for Non Employee- Travel Receipts, Mileage Calculations if needed

Cannot:

Non Employee Refunds (not travel related) Ex: Supplies refund, Food refund

Net (Print) Royalties

Stipends/Awards

Human Subject Participant Payments

Petty Cash

Companies and employees cannot be paid via Candex. Candex payments are for individuals only.