



WHEN SHOULD YOU USE Payment Request?

- Awards/Recognition (Student/Non-Employee) < \$100.00 each
- Employee Expense Reimbursement (Non-travel related expense, <\$1,000)
- Food Services – for Employees [e.g. Catering and/or Group Meals] (*)
- Food Services – ALL Catering and/or Group Meals by KSU Catering (ASaP's Culinary and Hospitality Services)
 - (*) *If desiring to use a caterer other than KSU Catering (KSU's preferred caterer), an approved waiver is required.*
- Honorarium, <\$2,500 (HR Approval is Required)
- Guest Lecturers, Instructors, & Speakers, <\$2,500 (HR Approval is Required)
- Inter-Agency and Intergovernmental Contracts and Payables (Permissible government entities include state and local (county, city, etc.) gov't entities within the state of Georgia as well as other states of the U.S.)
- Inter-Departmental Payment (Ref. job aid entitled "InterCompany Payment")
- Joint Staffing Personnel (Ref. Joint Staffing Agreement Form)
- Legal Fees
- Membership Dues
- Performer/Entertainer, <\$2,500 (HR Approval is Required)
- Registration Fees (Includes Conferences and All-Inclusive Meeting Packages)
- Stipends (HR Approval is Required)
- Student Activity Reimbursements
- Subscriptions (Newsletter/Newspaper/Journals/Magazine/Professional Publications, etc.)
- Shipping (Mail/Postage/Meter Updates/Customs/Carriers/Freight Brokers)
- Telecom Service - Cell/Data Plans; DSL/Direct TV (for Internet bundle)
- Travel Reimbursement for Non-Employee (i.e., Candidates, Recruits, etc.)

Special Note: Employees traveling on behalf of the University, refer to the University's Travel Policy and Travel Decision Matrix for further guidance.