

## WHEN SHOULD YOU USE OWLPAY?

- 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. Additional documentation and forms are located at: [Food Purchases Guideline](#); [Food Purchases Prior Approval Form](#); [Food Purchases Prior Approval Form \(Blanket Coverage by Semester\)](#); [OwlPay – Job Aid 9](#) entitled "Intercompany Payment"; [KSU Catering Exemption Request Form Required](#); [KSU Catering](#); and [Helpful Information](#).*
- Honorarium, <\$2,500 (HR Approval is Required)
- Guest Lecturers, Instructors, & Speakers, <\$2,500 (HR Approval is Required)
  - Additional documentation and forms are located at: [International Lecture Agreement and Routing Form](#); [International Lecture Agreement Instructions](#); [International Visitors Payment Procedures](#); [Lecture Agreement Instructions](#); and [Lecture Agreement and Routing Form](#).
- 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. [OwlPay-Job Aid 9](#), entitled "Intercompany Payment")
- Joint Staffing Personnel (Ref. Joint Staffing Agreement Form)
- Legal Fees
- Membership Dues
- Performer/Entertainer, <\$2,500 (HR Approval is Required)
  - Additional documentation and forms are located at: [International Performance Agreement and Routing Form](#); [International Performance Agreement Instructions](#); and [International Visitors Payment Procedures](#).
- 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.