

Stanford | Financial Management Services

Dear colleague,

You are receiving this email because you have an in progress visitor reimbursement, honoraria, or Digital Payment, or you are a finance manager. On Monday, March 31, Financial Management Services will [launch the new Stanford Easy Pay payment method](#) that will substantially reduce the time and effort needed to reimburse visitors for travel expenses and process their honoraria payments.

With Stanford Easy Pay, preparers will continue to initiate visitor reimbursement or honoraria payments within the Expense Requests System (ERS), but will **no longer need to first set them up as a visitor payee** in Stanford's supplier system. Instead, once a transaction for a visitor reimbursement or honoraria is approved, Stanford sends the payment request to a third-party vendor, Candex, to be processed and paid within three to five business days.

Action required

The cutover to Stanford Easy Pay will result in visitor reimbursement and honoraria transactions being unavailable for processing throughout the system as of Friday, March 28. To ensure payment on all submitted transactions, we are asking preparers and approvers to do the following:

- **For in progress payments to visitors:** All visitor travel reimbursements (including Digital Payments) and visitor honoraria transactions that are new or in progress must be **fully submitted and approved by 5 p.m. on March 25, 2025**. Incomplete transactions after March 25 may need to be re-submitted via Stanford Easy Pay on or after March 31.
- **For new payments to visitors:** Because Stanford Easy Pay does not require supplier setup for visitors, preparers can **save time by waiting until March 31** or later to create and submit any new visitor travel reimbursement or visitor honoraria transactions.

Please [contact the Financial Support Center](#) if you have concerns regarding the processing of any transaction.

Learn more

- Review the [news announcement](#) on Fingate for more information and updated resources.
- Register for the [information session](#) on April 3 for an overview of the new Stanford Easy Pay process.

Best,
Stanford Financial Management Services