STUDENT PAYMENT VOUCHER ATTACHMENT

This form must be attached to every voucher payable to a student as a Stipend, Trainee/Research Fellowship, or Prize/Award. Check the appropriate box and provide additional information/documentation as required. See Payments to Students Flowchart for additional assistance.

Note: This form is not required for reimbursements paid to students who have incurred University Expenses.

☐ PRIZE/AWARD (Account 88600) – A payment for recognition or achievement.

Provide the name or brief description of the Prize/Award:

____________________________________________________________________________________________________________

☐ STIPEND (Accounts 88170-8817x, 88100, 83925, 83930, 84210, 84518, 84580-84589) – A living allowance to help defray living and other costs. Stipends primarily benefit students to further their education. In no instance is a stipend a payment involving services as it relates to work. An estimated budget or list of expenses must be attached to the voucher.

☐ TRAINEE/RESEARCH FELLOWSHIP (Account 88400) DETERMINATION

I attest that ALL of the following requirements have been met to pay a Fellowship via AP (check all that apply).

☐ Student is paid to study.
☐ Student benefits from the work.
☐ Student is conducting independent research.
☐ Student directs the course of study.
☐ Student maintains patents or copyrights with respect to the work.
☐ Student is able to determine the subject matter of the research work.

If any of the above statements are not true, a Fellowship must be paid via Payroll.

Submitted by: ____________________________________________

Employee Name

__________________________

Date

1/16/2018