

STUDENT PAYMENT VOUCHER ATTACHMENT

This form must be attached to every voucher payable to a currently enrolled Wesleyan 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.

STUDENT NAME _____ WesID _____

- 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**

Check all statements that apply below.

- 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 as compensation via Payroll.

Submitted by: _____ Date _____
Employee Name Date

Note: This form is NOT required for reimbursements paid to currently enrolled Wesleyan students who incurred a University expense and have a valid receipt.