



UNIVERSITY OF
ARKANSAS

Honorarium/Stipend Form

Select form type: Honorarium or Stipend

Honorarium: A true honorarium is considered a complementary payment made to an individual in lieu of a service fee for services which are not charged by the servicer (non-employee) and which traditionally do not require a Purchase Order. Honorarium payments typically do not exceed \$1,000. Honorarium is NOT a negotiated or charged fee nor a written agreement or contract.

Stipend: A stipend is a predetermined amount for payment of duties performed by non-UAF affiliated individuals who are eligible to receive regular payroll/salary and does not traditionally require a purchase order.

Date:

Department:

Date of service must match Invoice/Accounting Date

Recipient:

Supplier Number:

Address:

Country:

Vendor type:

Domestic

Foreign

Supper information MUST match what is listed in Workday

If foreign is checked MUST attach documentation from Non-Resident Taxation Coordinator in Workday

Payment Amount Due:

Purpose of Payment:

Requestor Name:

Title:

Email:

Signature: