



Phone (907) 474-7031
Fax (907) 474-7046

Honorarium Status Determination Form

(\$1000 or less)

Office of Finance and Accounting
PO Box 757920 Fairbanks, Alaska 99775-7920
<https://www.uaf.edu/finserv/finance-accounting/>

Encumbrance No _____
Payee Name _____
Permanent Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Vendor ID _____

Describe the services provided for the University:

Honorarium Amount

Dates Performed _____

Is the individual receiving the honorarium an employee of the University?

☐ Yes** ☐ No

**If you have selected Yes on the above question this payment will need to be processed through Human Resources as a bonus

Has the individual receiving the honorarium been offered and agreed to accept payment of fee contingent upon performance?

☐ Yes ☐ No

Is the University paying for any travel related to this honorarium, either directly to the service provider (e.g. air carrier, hotel, rental car) or via a reimbursement of travel costs through Concur?

☐ Yes ☐ No

Any verbal or written agreement in which the University will be obligated to pay for services or expenses or accommodations is a contractual arrangement and must be made in accordance with University policies and procedures.

Department Head Signature: _____

Department Head Name: _____

Date: _____

OFA USE ONLY