



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

## Honorarium Status Determination Form (Under \$1000)

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
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