

INSTRUCTIONS FOR e-Z UMB PAYMENT FORM

1. The form may be used only for the four types of payments as listed on the form.
2. The form must be completed online, copied and submitted after approval directly to Accounts Payable with the required backup documentation. **NO HANDWRITTEN FORMS WILL BE PROCESSED BY ACCOUNTS PAYABLE.**
3. If the form is not completed entirely and properly or is not for one of the purposes for which it was designed, Accounts Payable will return the form and accompanying documentation to the Contact Person listed on the form.
4. Questions regarding the form or its completion may be submitted to Accounts Payable at 6-2931.
5. Specific instructions for each type of payment:
 - A. Honorarium
One time payment to an individual for personal services, such as speeches, academic lecture or demonstrations. Memo or form must be sent that describes date and type of service provided.
 - B. Study Participants
Provide a memo or form describing date of participation in study.
 - C. Stipend
Payment to an individual that represents an allowance for cost of living during a period of time that the individual performs certain research, training, or other activity that is specifically covered in a grant. Receipt of a stipend will require a department providing a memo that explains who is receiving the stipend, their address and social security number, the amount of the stipend and if being paid in installments the period to be paid, the grant that specifically allows for the stipend to be paid, and any other information that would assist Accounts Payable in determining whether the payment should be classified as a stipend.

A copy of the section of the grant, may be requested, that specifically defines and refers to the payment of a stipend.
 - D. Individual Meal Reimbursement
Documentation required for payment includes the following: list of attendees, itemized receipt matching the reimbursement request (if detailed receipt is not available a “no alcohol” verification must be submitted), and the agenda or reason for the meeting.