



Stipend / Honorarium Request Form

Please use this form to request a stipend or honorarium for an employee. Stipends / Honorariums may only be paid to current, salaried employees of the College. If you have any questions, please contact Human Resources.

Payee Information

Name Dept. Employee ID #

Requestor Information (*not required if funding is from an external sponsor)

Name Title Dept.

Signature, Dept. Chair/Supervisor (*initial if sending electronically*)

Date

Payment Information

Type of Request Amount to be Paid Payment Distribution

Account # for payment Date(s) to be Paid Start Date End Date

Reason for request (attach supporting documentation if possible [i.e., grant documentation]):

Return completed forms to Human Resources or attach in an e-mail to hr@etown.edu

Human Resources will send a letter to the employee confirming the stipend payment and date(s). The requestor of the stipend will receive a copy of the letter. Departments may not generate letters to employees offering stipends; these letters must come from HR.

To be completed by the Office of Sponsored Research and Programs

Check here if fringe benefits are approved by the funding agency

Signature, Interim Dean for Institutional Effectiveness & Innovation Department Chair
(*initial if sending electronically*)

**Required only if payment is due to external funding*

Date