



Disbursement Voucher Payment Form Fellowship Stipend (FEL)

Fellowship/Stipend payments are made to support the individual's pursuit of his/her studies or related research and can include stipends for living expenses while participating in a scholarly/research activity. This category also includes payments for participation under the specific terms of a sponsored agreement, awards, or prizes to individuals in recognition of charitable, scientific, educational, artistic, literary or civic achievement or as the result of the participant entering or being entered in a contest or being selected for the prize based on his/her actions.

The following steps should be completed *prior* to submitting your document in Kual:

1. Complete the requested information below
2. Save the completed form as a PDF (or print/scan to PDF)
3. Under the Notes and Attachments tab, attach the PDF version of the completed form to the Kual document, selecting Supporting Documentation as the attachment type.

Note: Active UCD students and employees are not allowed to receive payments using this document.

Requested Information

Kual Document Number
(example: 31527904) _____

Payee Full Name
(example: John Doe) _____ (First)

_____ (Last)

Payment Amount
(example: \$1500.00) \$ _____

Purpose of Payment _____

Benefit to University _____

Questions about Kual? Please contact the FIS Help Desk (fishelp@ucdavis.edu)

Questions about a payable? Please contact the Accounts Payable office (accountspayable@ucdavis.edu)

Form version 05.16.14