Tips for Completing the Payroll Voucher Form

Section I:

Name must correspond with correct SSN. If the payee does not have a valid SSN, please indicate so. Do not use an employer identification number (EIN) on this form.

Section II:

- **Full-time federal employee**: May be restricted from consultant fee payments from federal funds.
- **Primarily a UI student or University of Iowa employee**: Generally, students, current employees, and those employed in the previous calendar year are excluded from being paid as independent contractors (consultants) by the arms-length-transaction or continuing-relationship rules.
- **Relative of the project director**: May constitute a conflict of interest. Please refer to Conflicts of Commitment and Interest, Policy Manual.

Section III:

Please provide complete contact information.

Section IV:

Provide the dates of service for this payment and a specific, detailed description of service. (i.e. name and /or location of conference or project, type of service for honorarium, whom the payee spoke to, additional details regarding the consulting service provided, etc.)

Section V:

Provide the complete MFK number to be charged. Payroll vouchers require an Institutional account in the 6000 series, excluding Travel IACT numbers 6025-6064. Indicate the gross amount of compensation to be paid.

Section VI:

Obtain two authorized signatures. Some departments and colleges may require additional signatures. For information about your specific signature approval requirements, please contact your HR unit rep.