



Other Items



Gatton College of
Business and Economics

Student Awards

- Awards in the form of gifts or cash may be made to University of Kentucky students for the purpose of recognizing and stimulating social, cultural, and intellectual development
 - \$50 or less can be approved by the Dean.
 - \$50 or more must have an award code.
 - List of student awards can be found on the [Student Success website](#).
 - If you need to create a new award code, please contact the business office
 - [E-7-11 Establishment of Student Recognition Awards and Prizes](#)
 - Payments to Students
 - Include Student's Name
 - Student ID number
 - Mailing Address



Independent Contractor

- An individual who offers services to the general public on a consistent basis and must also meet the following conditions:
 - cannot be a current University employee and must not have been paid as an employee within the preceding twelve months
 - Provides services to the University through a written scope of services
 - Renders a service to the University for a specified time period and a specific amount of compensation
 - Includes
 - outside individuals to write or edit research articles, media communications
 - photography performed by individuals
 - speakers or guest lecturers for seminars or public events
 - training services provided specifically by one or more individuals, conveyance of knowledge; excludes any type of formal consulting service
 - [Worker Status Evaluation Form](#) and an [Independent Contractor/Client Scope of Work](#) form need to be completed.



Honorarium

- Gratuitous payments of an amount determined by the University made to visiting guest speakers, guest lecturers or others solely to express appreciation for their service to the University when no contractual agreement, neither written nor verbal, exists and payment is not expected or legally due.
- Payments can not be made to:
 - Current employee
 - An employee during the previous twelve months
 - Current student
 - Consultant or independent contractor
- Complete [Honorarium Payment Form](#)
- [E-7-18: Honorarium Payment](#)



Contracts

- University departments and administrators do not have the authority to sign contracts
- Vendors requiring a document to be signed should send all documentation to Amanda Henderson who will route it to Purchasing.
- [B-3-1: Use of Existing Contracts](#)



Employee Reimbursements

- Request for Employee Reimbursement must be completed.
 - Must include home address
 - Must include either an electronically certified signature or a live signature



Not allowable expenses

- There are some expenses that are not allowed period with any University funds.
 - Cash donations
 - Individual Membership to Civic, Service, Private Clubs
 - Includes memberships to Spindletop and individual or departmental memberships to Costco
 - Gifts
 - Employee Appreciation/Congratulatory or Special Occasions
 - This includes weddings, baby showers, housewarmings, or separation of employment
 - Employee awards for the purpose of recognizing outstanding performance are covered by [E-7-12](#)
 - Student Appreciation/Congratulatory
 - Student awards for the purpose of recognizing and stimulating social, cultural and intellectual development are covered by [E-7-11](#)
 - We may be able to do an award, please contact your financial specialist for questions.
 - Gift cards



Questions?

- Any questions reach out to the business office.
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