## **CLARK ATLANTA UNIVERSITY**

## Recommendation for Stipend/Award Payment

The Stipend/Award Form is used to request payment of stipends, research incentive awards, etc. to employees of the University for participation in activities that do not meet the definition of supplemental activity. Supportive/Justification documentation must be noted in Section II or attached. Approval must be obtained from the employee's immediate supervisor/manager. This form does not replace the Supplemental Pay Form and should only be used to make stipend/award payments. (Employees of the University performing work in addition to the employee's regular assignment must have a Recommendation for Supplemental Pay Form completed).

SECTION	I		EMPL	OYEE IN	FORMATI	ION					
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SECTION	IV		ADDITIO	NAL INFORM	<i>IATION</i>						
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