

Request for Payment of Non-UC Student Internship Stipends

(Email to Andrew.Jordan@ucsb.edu, UCSB NRS Campus Office)

Payee's full name: _____

K-12
 College or Post Grad
 Other _____

Amount of Stipend: \$ _____

Cost Center: _____

Payee's social security number (do not email): _____

Payee mailing address: _____

Justification: Include complete explanation of internship and student's participation in activities related to this educational experience, including dates or types of activities, mentors, how support was determined, and qualifications for participation.

Explain here: _____

General Guidelines for Payment of Non-UC Student Internships

Per Asger Pedersen and Sam Hartline, it is appropriate to provide support for K-12 and other students participating in internships at UCSB NRS reserves. Students do not have to be enrolled in school to be considered for an internship, but must be participating in an educational experience, offered by an educational institution. Before offering a stipend for an internship, please obtain pre-approval from Deby Puro in the UCSB NRS Office.

- Stipends must aid a student to participate in an educational experience that might not be possible without financial aid (student would need a summer job, cannot afford cost of travel to and from reserve, etc.).
- Social Security numbers are required for payment for an internship (Tax Code "S"). **Do not transmit social security numbers via email.** Mail it or call it in. Call us first so we can meet a fax.
- Non-UC student stipends are paid via a Form 5 Check Request Form. The student may receive a reimbursement of travel expenses or a stipend, but not both. Stipends will be reported to the IRS. Travel expenses are reimbursed via a Travel Voucher and are not reported to the IRS.
- **Non-US Citizens** may not be eligible to receive a stipend so check with the UCSB NRS Office before offering one.
- Payments from grant funds may have different rules, so be sure to check with your Contracts and Grants officer.
- Stipend checks should be mailed directly to the payee or may be held by the accounting office of NRS office for pick-up by the payee. Federal and state taxes will be withheld as appropriate.

Signature of Requestor: _____ **Date:** _____

(Reserve Director)

Approved by: _____ **Date:** _____

(Business Officer)

Form 5 must be approved by UCSB NRS Director up to \$2,000; \$2,000 and over must be approved by Control Point.