



**Participant Support Agreement and Payment Request Form**

This form is intended to be completed by the Principal Investigator or Departmental Administrator for a qualifying participant or trainee in connection with a meeting, conference, symposia, or Sponsor funded project/program. Participant must complete a W-9 or a W-8BEN prior to receiving payment. The total amount paid will be subject to the IRS 1099 or 1042-S (if nonresident alien) reporting guidelines, except when receipts are submitted for travel expenses or the university per diem rates are applied for meals.

Conference/Project Title: \_\_\_\_\_

*Conference is intended to include workshops, conference, symposium, or the like. Project is a reference to a Sponsor funded project/program*

Conference/Project Date(s): \_\_\_\_\_

Participant: \_\_\_\_\_  
Last First MI KFS Acct #: \_\_\_\_\_

The participant is:

- a participant/attendee of a workshop, conference, or symposium
- a professional attending a workshop, conference, or symposium, and providing feedback on a technical subject in a group discussion
- a participant/trainee involved in a Sponsor funded project/program (as defined by the award document)
- a human subject in a Sponsor funded project/program
- other \_\_\_\_\_

The participant is approved to receive (check all that apply):

- reimbursement for actual travel expenses incurred (must be supported by travel expense receipts)
- on campus housing while attending/participating in a conference or Sponsor funded project/program
- one time payment in the amount of \$ \_\_\_\_\_
- a Stipend of \$ \_\_\_\_\_ paid as \_\_\_\_\_ payment(s) of \$ \_\_\_\_\_ on a \_\_\_\_\_ basis, effective \_\_\_\_\_
- other \_\_\_\_\_

Principal Investigator: \_\_\_\_\_  
Print Name Signature Date

Additional Comments \_\_\_\_\_

Participant/Attendee: \_\_\_\_\_  
Print Name Signature\* Date

\*Signature certifies that the above information is true and accurate and participant is aware of and solely responsible for any tax liability.

Additional Comments \_\_\_\_\_

**Completed forms must be uploaded into KFS for any transaction utilizing Participant Support object codes.**