



DEARBORN ADMINISTRATIVE GUIDE

Attachment I

Student Payment Form

Payment was for:

- **University Business** [Reimbursement or Payment of expenses incurred by undergraduate and graduate students on behalf of the University of Michigan - Dearborn]. Check this box and file with departmental paperwork. No other action is required.

* Note that payments to students for class projects are not University Business and should be indicated as Educational Assistance.

Payment of expenses incurred by undergraduate and graduate students on behalf of the University of Michigan-Dearborn include the following examples:

- As a student employee
- For work on a faculty member's project or research program
- A student's presentation (vs. attendance) at a conference, on behalf of the University (documentation must include conference agenda indicating the student is a speaker/presenter)
- Student athletes who participate in off-site athletic events
- Student Government Association club or registered student organization travel
- Student being paid for service provided (eg DJ- disc jockey) service at a student organization party
- Student reimbursed for food and supplies for student organization activity
- Student reimbursed for travel expense as a representative of the University (eg attends national conference for a student organization)

- **Educational Assistance** [Reimbursement or Payment of expenses NOT incurred on behalf of the University, but rather incurred for the furtherance of the student's own education]. Check this box and complete the **Educational Assistance Form** to be submitted by the Department to the Office of Financial Aid and Scholarships. **Student must be enrolled in academic coursework for the semester they are receive awards.** If a student has a remaining balance owed to the University, these funds will be deducted from that balance.

Payment of expenses NOT incurred on behalf of the University, but rather incurred for the furtherance of the student's own educational experience include the following examples:

- Student merely listens and learns to further his/her education at a conference / meeting
- Student receives travel award for conducting research.
- The payment is for an activity in which the U-M is relatively impartial, no strings are attached, and no substantial service requirements are imposed on the student.
- Student is paid to further his/her education or training
- Student presents work done for academic credit and conference registration fees and travel are paid for by the university or the student is reimbursed for the travel.
- Student and/or department reimbursed for supplies to complete an educational / academic assignment (includes course supplies or other course related supplies).

- **Scholarship or Award.** Check this box and complete the **Scholarship & Award Request Form** to be submitted by the Department to the Office of Financial Aid and Scholarships. **Student must be enrolled in academic coursework for the semester they receive awards.** If a student has a remaining balance owed to the University, these funds will be deducted from that balance.

Student Name _____ UMID _____