Payment to Students Decision Tree

- What is the purpose of the funding?
  - Scholarship or grant for which the student does not have to perform any services for the benefit of the university or its departments?
  - Provides support for tuition, fees, housing, food, transportation, books, supplies, computers, course-related equipment, or other educational related expenses?
  - Prize or award (including, but not limited to cash, cash equivalents such as gift cards, and non-cash awards, such as electronic devices) as a result of drawings, contests, or year-end or other recognition awards?
  - Support of travel (including, but not limited to study abroad, course trips, professional development, or conferences?)
  - Exchange for services performed by the student for the benefit of the university or a university department?
  - Provide a financial benefit for students who are in positions that provide an educational opportunity in leadership or area of specialty

- Financial Assistance
  - Must be paid through the Financial Aid Office as payment on the student’s account. Will be part of the student's 1098-T and may impact financial aid package

- Is the department making direct payment on the student’s behalf, or is this a receipt-based reimbursement?
  - No
    - Student provided with a pre-determined amount of money to apply to their travel expenses
  - Yes
    - Direct payment on the student’s behalf, or the student is providing us with receipts to reimburse their travel expenses.

- Compensation
  - Paid Through Payroll Hourly or Educational Stipend Generates W-2

- Pay in accordance with Controller’s Office Procedures