



UNIVERSITY OF MICHIGAN
STANDARD PRACTICE GUIDE

Attachment I

Student Payment Form
University of Michigan
Completed by Student

Payment was for:

University Business [Reimbursement or Payment of expenses incurred by undergraduate and graduate students on behalf of the University of Michigan.]

Payment of expenses incurred by undergraduate and graduate students on behalf of the University of Michigan [*UNITS CAN ADAPT SITUATIONS AND EXAMPLES MOST RELEVANT TO UNIT'S STUDENT BODY*]

- x As a student employee
- x For work on a faculty member's project or research program
- x 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)
- x Student athletes who participate in off-site athletic events
- x Student Government Association club or registered student organization travel
- x Student being paid for service provided (eg DJ- disc jockey) service at a Registered Student Organization (RSO) party
- x Student reimbursed for food and supplies for RSO activity
- x Student reimbursed for travel expense as a representative of the University (eg attends national conference for RSO)

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]

Payment of expenses NOT incurred on behalf of the University, but rather incurred for the furtherance of the student's own educational experience. [*UNITS CAN ADAPT SITUATIONS AND EXAMPLES MOST RELEVANT TO UNIT'S STUDENT BODY*]

- x Student merely listens and learns to further his/her education at a conference / meeting
- x Student receives travel award for conducting research.
- x 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.
- x Student is paid to further his/her education or training
- x 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.
- x Student and/or department reimbursed for supplies to complete an educational / academic assignment (includes course supplies or other course related supplies).

Student Name _____ UMID _____

Purpose of Expense:

Name of Conference/Meeting:

Date: