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: