



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*]

- 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 Registered Student Organization (RSO) party
- Student reimbursed for food and supplies for RSO activity
- 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*]

- 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).

Student Name \_\_\_\_\_ UMID\_\_\_\_\_



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University of Michigan Form

Completed by Department

(If Educational Assistance was checked, submit to the Office of Financial Aid by emailing form to [OFA-reimburse@umich.edu](mailto:OFA-reimburse@umich.edu) placing the student last name and id number in the subject line)

\_\_\_\_\_  
(Name of Unit/Department) (Contact Name)

\_\_\_\_\_  
(Email) (Telephone Number)

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Date(s) of Expense \_\_\_\_\_

Awarded for Term \_\_\_\_\_  
(Fall, Winter, Spring/Summer)

Total Amount of Expense \_\_\_\_\_

TOTAL Support \_\_\_\_\_  
(Total amount paid to student or vendor)

PROCESSED VIA:

- Non-P.O. Voucher Please provide Voucher ID
- Concur Please provide Concur ID
- Journal Entry Please provide Journal ID
- Other Please provide supporting ID or Number

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