

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

The following is to be used to guide students, faculty, PI's and administrative staff on the proper procedures for processing student travel in order to maintain compliance with IRS and federal financial aid regulations.

**The Higher Education Act of 2008 (the first HEA became law in 1965) defines other financial assistance as any other assistance known to the school. If the assistance was a result of enrollment, but not a result of employment, the school must treat it as a financial aid resource.**

Assistance is distinguished from reimbursement for expenses. Reimbursement for expenses can only occur if there was a business related reason for the student to have incurred the expense. Non-business related payment would be considered assistance and must be reported to Financial Aid and Scholarships.

The primary factor in defining whether travel is business-related or a scholarship is determining the primary beneficiary. Student travel is considered NDSU business related travel if the University is the primary beneficiary and the travel is incurred for University business.

If any of the below items apply, the travel may be deemed NDSU business-related. Please complete an Accounts Payable Voucher, along with this completed form and route to the NDSU Accounting Office (signature(s) below are required).

**To request payment through Accounts Payable, please check all that apply:**

- The primary purpose of the travel directly supports the faculty/PI's project or research program.
- Research results will be used by NDSU.
- Presenting at a conference on behalf of NDSU. Please attach a copy of the conference program.
- The student is officially representing NDSU. Further explanation is required:

If none of the above items apply to the student's travel, it is deemed to be necessary to the student's program of study and should be processed as a scholarship. Please complete the bottom section of this form and submit this form to NDSU One Stop in the Memorial Union or via e-mail at [ndsu.onestop@ndsu.edu](mailto:ndsu.onestop@ndsu.edu).

**To request payment through an existing scholarship, complete the following information:**

Department Name: \_\_\_\_\_ Department #: \_\_\_\_\_

Scholarship Name: \_\_\_\_\_

Amount to be Awarded: \_\_\_\_\_ Semester to be dispersed to student: \_\_\_\_\_

**If this will be paid through a new scholarship, please complete the New Scholarship Request Form.**

**I certify that, to the best of my knowledge, all information provided on this form is complete and accurate.**

Name of individual complete form (printed) \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature (Faculty, Principal Investigator, Administrator) \_\_\_\_\_ Date \_\_\_\_\_