Paying for Student Travel Expenses

Primary Beneficiary of Travel?

Student
Contact Financial Aid Office (FAO) - Funds must be considered financial assistance (scholarship/fellowship/grant)

FAO checks student’s resource cap

Cap not an issue – Student can be funded. FAO may request documentation of expense

Pay in SIS or TEM with SIS placeholder?

TEM – Requires FAO approval (process TBD) Amount paid recorded in SIS by FAO with non-disbursing placeholder

FAO allows additional expense to raise cap for new funds

IU “Accountable Plan”

Pay in TEM

Student’s eligibility is currently capped, travel purpose matters

Travel is directly related to degree requirements – document expenses

Travel is indirectly related to student’s academic pursuits

Travel is not related to student’s academic pursuits

FAO evaluates legitimacy of expense

If funds are provided, an offsetting reduction will be made in student’s financial aid

SIS as a disbursing item type associated with department’s GL account