

Controller's Office Procedure

Example	IRS Reportable	Funding	Process
Student presents at a conference	No	Any appropriate funding source, including E&G funds	Chrome River expense report
Student travels to lead or assist with approved university research activities	No	Any appropriate funding source, including E&G funds	Chrome River expense report
Students participate in collaborative service projects with students from universities	No	Any appropriate funding source, including E&G funds	Chrome River expense report
Students travel to represent their department and distribute program information at a community event	No	Any appropriate funding source, including E&G funds	Chrome River expense report
Student attends a conference to improve their understanding of a particular field or subject, including theoretical concepts, principles, and broader knowledge, but there is not a university-related business activity	Yes 1098T - U.S. Citizen 1042S - Non-Resident*	Foundation funds or Sponsored Program funds (if the grant specifically supports student travel)	Scholarship Central (foundation funds) or Bursar's Office Request to Pay Form (sponsored funds); Chrome River expense report (sponsored funds)
Student travels to conduct research for their thesis, but it is not associated with an approved university research activity	Yes 1098T - U.S. Citizen 1042S - Non-Resident*	Foundation funds or Sponsored Program funds (if the grant specifically supports student travel)	Scholarship Central (foundation funds) or Bursar's Office Request to Pay Form (sponsored funds); Chrome River expense report (sponsored funds)
Student registers for foreign language classes to improve efficiency related to their program of study	Yes 1098T - U.S. Citizen 1042S - Non-Resident*	Foundation funds or Sponsored Program funds (if the grant specifically supports student travel)	Scholarship Central (foundation funds) or Bursar's Office Request to Pay Form (sponsored funds); Chrome River expense report (sponsored funds)
Student attends networking event to identify internship opportunities	Yes 1098T - U.S. Citizen 1042S - Non-Resident*	Foundation funds or Sponsored Program funds (if the grant specifically supports student travel)	Scholarship Central (foundation funds) or Bursar's Office Request to Pay Form (sponsored funds); Chrome River expense report (sponsored funds)

*With required tax withholding