Are you paying a scholarship, fellowship, or other academic award to a student (including Honor’s Day payments)?

Did the student solicit these funds for research or travel (funding awarded by Graduate School, SGA, or department matching funds)?

Is the payment to defray/reimburse expenses for travel or research initiated and conducted by the student (student’s own research project, thesis, or dissertation, etc.)?

Is the payment to defray/reimburse authorized personal expenses (dry clean costs for Million Dollar Band or Capstone Men and Women, etc.)?

If the funds are from a grant specifically for the purpose of enriching the student’s education and training, have you completed the Student Payment Form and obtained Sponsored Programs, Financial Services approval on the form?

Contact the Scholarship Coordinator for your School or Division. If your area does not have a Scholarship Coordinator, send the requested information to Ashley Evans, UG Scholarship Office, ashleyevans@ua.edu, Box 870132, 203 Student Services Center.

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Send Graduate Scholarships, Fellowships, and Other Academic Awards Payable Monthly form to Kerri Morthland, Graduate School, kmorthland@ua.edu, Box 870118, 100 Rose Administration.

Send completed Student Payment Form to Geneva Dove, Student Account Services, gdove@ua.edu, Box 870120, 105 Student Services Center.

Submit Concur Invoice to Accounts Payable. Contact acctspay@ua.edu if assistance is needed setting up the student for AP reimbursement. Indicate in the Concur Invoice that this is a non-enrolled student payment.
Is the payment to defray/reimburse travel or research expenses that are necessary to further a department member’s research project or to fulfill the University’s obligations under a contract or a grant?

Yes

Did the student attend a conference/event to officially represent the University at the request of an authorized department member?

Yes

Attach Certification Statement for University Business Expense Student Reimbursement form signed by an authorized department member.

No

Did the student incur expense for departmental operating supplies or business entertainment?

Yes

Submit a Concur Invoice to Accounts Payable with expense documentation. Contact acctspay@ua.edu if assistance is needed setting up the student for AP reimbursement.

No

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