

# Changes to Student Payments for Voucher Preparers

## Webinar Questions and Answers

**Q. Can a student's conference registration and travel still be pre-paid via p-card and/or travel system (CABs). If not, it seems like it would disproportionately effect students who cannot afford to spend hundreds of dollars of their own money until they can be reimbursed after the travel.?**

A. If the travel is determined to be financial aid (because the travel primarily benefits the student), you may not use the p-card to prepay for expenses. You may provide the student the award in advance so they will have the funds to make the travel arrangements and then gather receipts afterward.

**Q. Our department houses the Mary Rose Tully Training Initiative that trains lactation consultants. This program accepts current students, and then non-degree seeking students that register through the Friday Center. They are required to pay for this program, as it includes a clinical placement. This program has a donor scholarship that helps students pay for this. Would this now need to be added into GradStar?**

A. Yes, even if the student is non-degree seeking, any financial assistance from the department is considered financial aid and should be paid through GradStar.

**Q. If review is needed, who should we send it to?**

A. You may contact The Graduate School, [gradschool@unc.edu](mailto:gradschool@unc.edu), or the Office of Scholarships and Student Aid, [aidinfo@unc.edu](mailto:aidinfo@unc.edu).

**Q. Our NRSA post docs on NIH training grants are setup on payroll. How do we handle their supply and travel payments? Would those be considered financial aid?**

A. In this example, you would continue to pay these expenses through voucher, or Web Travel/CABS (or Concur when it is made available for students).

**Q. If a student leaves before the end of their appointment and has been paid for the semester, I understand the cashier office will lead the process to get those funds returned to the university and the department's account will not be charged. Can we confirm?**

A. The department will need to adjust the award in GradStar (reducing it if the student left early). GradStar will create a journal to credit the chartfield string and will send the reduced award amount to Financial Aid, then Cashiers. The student will then have a balance on their account and will need to pay it back. The Cashier's Office is responsible for collections but would very much appreciate the department's help to ensure the student pays back the funds.

**Q. If we send students to Student Stores to buy a computer through the RAM shop and we have them bill the department, would RAM Shop now need to enter those into GradStar?**

A. If the computer is given to the student to support their education, then it would be considered financial aid and the value of that item reported. In phase 2, we will have an award type set up in GradStar for reporting the monetary value of these types of awards.

**Q. If a student has a grant that pays for supplies, can those reimbursements still be done by voucher?**

A. Yes, if the supplies are for the department.

**Q. For supplies, do we have to put the funds in GradStar and then the student has to buy it themselves once they get the money?**

A. If you are reimbursing a student for supplies for a personal research project, or other educational related expense, then it is financial aid and would need to be paid through GradStar. You can do that in advance or after the purchase by the student. Save all receipts in case there is an audit.

**Q. How is "work performed" defined?**

A. Work performed is a service the individual does for the department or hiring unit. Generally, there are set work hours or number of hours/weeks, there is an expectation of a resulting work product, and there is a supervisory relationship with the individual.

**Q. Do we still need to keep receipts?**

A. Yes, keep all receipts for your records and if an audit is performed.

**Q. If the student makes research supply purchases and the reimbursement is processed in GradStar and credited to their student account, they have paid tax on the supplies and then when the funds show up on their 1098T will they be responsible for paying tax on that amount as well?**

A. It depends, a student may or may not have tax liability due to funds received and reported on the 1098-T. Also, when an individual pays item, they are paying sales tax. When they pay taxes based on funds received, they are paying income tax - those are two different tax types that everyone must pay.