



# Paying for Graduate Student & Postdoc

Academic Travel &  
Misc. Student Support

# Academic Travel & Miscellaneous Student Support Payments

In addition to regular support or salary payments, funds are often made available to assist our students and postdocs with:

- Conference and/or research travel
- Computers and related expenses
- Books
- Office supplies, copy fees, etc.

# Academic Travel & Miscellaneous Student Support Payments

It is important to filter expenses through the appropriate channel to ensure that:

- The student/postdoc receives payment promptly
- Administrative hours involved in handling the payment are minimized
- Expenses are categorized correctly for the sponsor, if applicable
- Tax reportable items are included on a single tax document for the student/postdoc

# Academic Travel Expenses

Travel expenses associated with degree-related educational activity, including attendance at program-related conferences (whether speaking/presenting or participating as an attendee), visits to field sites or labs, research collaborations, etc. are generally reimbursable as "university business."

# Academic Travel Expenses

## Reimburse academic travel expenses via the Expense Requests system

- Review guidelines in advance of the travel
  - Administrative Guide 5.4.2 Travel Expenses  
<https://adminguide.stanford.edu/chapter-5/subchapter-4/policy-5-4-2>
- Student travel expense reimbursements require certification from the faculty advisor
- Academic travel expense reimbursements are normally not taxable income to the student/postdoc
- A travel advance or a department travel card may be used for expenses incurred in advance of the travel

# Miscellaneous Student Support Expenses

Payments to help a graduate student or postdoc pay education-related expenses, other than academic travel expenses, will normally be considered to be student support, and not a University business expense.

# Miscellaneous Student Support Expenses

## Reimburse miscellaneous student support expenses via GFS

- Payments may be issued in advance, or after the expense has been incurred, according to department/sponsor guidelines
- As student support, these payments are tax-reportable
  - The student/postdoc may be able to deduct education-related expenses on their tax return (and should save their receipts for this purpose)

Note: If a student is being reimbursed for materials purchased for the University (where the materials will belong to Stanford, and not to the student), the expense should be reimbursed as University business through the Expense Requests system. Departments are encouraged to find other means for facilitating these purchases, rather than having the student pay out-of-pocket for a University expense.

# Requesting Miscellaneous Student Support Expenses in GFS

Two new expenditure types are available in GFS for use in paying miscellaneous student support payments.

- 57520 - Graduate Student Supply/Travel Stipend
- 57841 - Postdoc/Non-Matric Supply/Travel Stipend

Use the new expenditure types if your department needs to report travel grants and/or supply stipends separately from other support payments. Otherwise, you may continue to disburse additional support awards using the existing stipend expenditure types.



# Payment of Miscellaneous Student Support Expenses in GFS - Graduate Students

Graduate fellowship stipends are paid three times weekly by Student Financial Services.

- Entries made with the new expenditure type will be refunded on the normal payment schedule.
- Payments are distributed by direct deposit if the student is enrolled.

# Payment of Miscellaneous Student Support Expenses in GFS - Postdocs

Postdoc fellowship stipends are paid once monthly, on the last day of each month.

- Stipend should be entered with the start and end dates of the current month to be included in the normal payment schedule.
- Payments are distributed by direct deposit if the postdoc is enrolled.
- If payment is required earlier than the next regular pay cycle, please submit a HelpSU ticket to Payroll to request a will call check.
  - Will call checks are processed each Friday and are made available at the Campus Service Window at Tresidder after 3pm.

# Student Awards & Prizes

Student awards and prizes, usually awarded at the end of the academic year, may be entered in GFS as a stipend.

- If the award/prize must be a surprise, then the SU-21 Form may be used to request the payment.
- It is recommended that the student be issued a certificate or notice of the award/prize, and then the payment requested in GFS.