UNIVERSITY OF NOTRE DAME
Tax Department

Responsible Executive: Controller
Responsible Department: Tax
Review Date: November 11, 2026

Student Travel and Other Expenses Tax Considerations

POLICY STATEMENT

OVERVIEW

A payment/reimbursement to a student for travel or expenses represents either a scholarship award/ fellowship award ("FSA") OR a University business expense. The purpose of this policy is to provide additional guidance in order to assist faculty, staff and students in appropriately classifying the type of payment made. University business expenses reimbursed in accordance with the accountable plan do not represent taxable income to the student. However, FSA payments may represent taxable income to the student and may require reporting and income tax withholding if paid to an international student.

1. UNIVERSITY BUSINESS EXPENSE

A. What Qualifies as a Business Expense?

In order to meet the criteria of University business, the payment must represent a reimbursement for expenses incurred for travel or other expenses made on behalf of the University for business purposes. A payment of this type has a business connection and can be made on a tax-free basis under the accountable plan.

Examples of student travel that may qualify as a business expense:

- Travel and other expenses that directly supports a faculty member's project or research
- Travel and other expenses related to presenting or leading a session at a conference (a photocopy of the conference program listing the student as a speaker/presenter must be attached as support)
- Travel capacity is to officially represent the University

B. How to Request Payment/Reimbursement of business expenses?

Request reimbursement for University business expenses through *travelND*. Provide a description of the business purpose for the travel or expenses AND include a completed *Student Business Travel and Expense Form* along with receipts to substantiate the expenses. Submit the expense report within 60 days of the date the expense is incurred or paid.

2. SCHOLARSHIP AWARD/ FELLOWSHIP AWARD (FSA) PAYMENTS

A. What Qualifies as a Scholarship Award/ Fellowship Award (FSA) Payment?

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Generally, FSA is a payment/reimbursement for travel or expenses that primarily benefits the student and is incurred in pursuit of their education such as independent study or research. If the travel or expenses do not fall into one of the business expense examples provided above, the payment is likely FSA.

B. How to Request a payment/reimbursement of FSA?

Request payment through the *travelND* and select FSA where indicated AND provide a copy of the University's FSA letter to the student.

Note the University is not required to report FSA taxable income on a year-end income tax statement to students who are U.S. Persons (Citizens, U.S. Permanent residents, Resident Aliens for tax purposes). However, FSA payments made to international students who are nonresident aliens for tax purposes will be subject to withholding and reporting on year-end tax statement Form 1042-S.

Note expense reports submitted without the Student Business Travel and Expense Form will be classified as an FSA payment and may represent taxable income to the student.

University of Notre Dame
Student Business Travel and Expense Form

A completed Student Business Travel and Expense Form must be submitted with all expense reports requesting reimbursement to a student for university business travel and other business expenses in order for the payment to be made on a tax-free basis under the University Accountable Plan rules. **This form should be scanned and attached to the student's travel and expense report filed through *travelND*. Note: Lack of adequate documentation supporting business travel or other business expenses may delay processing OR may result in payment being classified as scholarship/ fellowship to the student.**

Student Name: _____

NDID/NetID: _____ Dates of travel: _____

I certify that these expenses (check all that apply):

- ☐ Directly support a faculty member's project/research program **(explain below)**
- ☐ Are related to presenting at a conference **(Please attach a copy of the conference program showing student's name as a presenter/contributor AND explain below)**
- ☐ Are incurred while officially representing the University **(explain below)**

Describe the University business purpose for student travel or expense **(explanation must be provided):** _____

_____

_____

_____

_____

If there is not a university business purpose for the travel or other business expenses, this form should not be submitted and the payment/reimbursement will be classified as scholarship/fellowship (FSA). See Student Travel and Other Expenses Tax Considerations policy statement.

_____ _____

Signature-Faculty member Date
University of Notre Dame

Examples of University Business Travel:

- Travel undertaken by a student for the purpose of presenting research at a conference (including poster presentations), where the student is formally recognized in the publication or program as a presenter or contributor from the University of Notre Dame.
- Student travel for participation in a competition where the student officially represents the University.
- Student travel conducted for the purpose of university research, with the explicit intent of generating useful results for the institution.
- Travel associated with research activities performed to fulfill the University's obligations to external funding agencies.

Examples of Scholarship/Fellowship (FSA) Travel:

- Travel undertaken for a student's project or research where the primary purpose is to advance the student's individual education or academic program.
- Student travel to attend a conference, where the objective is solely for the student's personal educational enrichment and development.
- Travel for dissertation research that is conducted primarily to fulfill the requirements of a degree program and does not represent research the University would independently undertake.