**Quick Reference Guide**

Per federal regulations, other sources of funding a student receives, not including non-need based employment earnings are considered other financial assistance. The key factor is that the individual is receiving this resource because they are “a student”. There is no de minimis or minimum amount under the definition of other financial assistance (OFA) in [34 CFR 685.102(b)](https://www.nasfaa.org/Part_685_Federal_Direct_Loan_Program#suba685102b) and [673.5(c)](https://www.nasfaa.org/part_673_campus-based_common_provisions#subb6735c).

Reimbursements include the following:

* Travel to a conference: If this is a requirement of the student’s program, the cost can be included in the students Cost-of-Attendance (COA). If not a requirement, there can be no adjustment to include in the COA.
* Cash Prizes: if the department is tracking students who receive the prize, it should be reported through the [Student Reimbursements Form](https://app.smartsheet.com/b/form/34dcf0251c9249448bbd535fa56208b8).
* Gift Cards: if the department is tracking students who receive the prize, it should be reported through the [Student Reimbursement Form](https://app.smartsheet.com/b/form/34dcf0251c9249448bbd535fa56208b8).
* Other reimbursements such as fitness center reimbursements, monetary awards or bonuses, post enrollment or graduation awards.
* If a student is receiving a travel reimbursement as part of their role in a student organization, this does not have be accounted for.
* Giveaways from events if department is tracking students who receive items: should be reported through the [Student Reimbursements Form](https://app.smartsheet.com/b/form/34dcf0251c9249448bbd535fa56208b8).
* Covering the cost of a bus pass or helping w/book expenses: should be reported through the [Student Reimbursements Form](https://app.smartsheet.com/b/form/34dcf0251c9249448bbd535fa56208b8).

 **How Resource are Processed & How SFS Receives the Information**

Note: note that non need based employment earnings or approved travel reimbursements as a part of a student’s role as an officer in a registered student organizations are not accounted for by SFS.

Payment Type Processed through SFS Receives Funds Disbursed

|  |  |  |  |
| --- | --- | --- | --- |
| Travel Reimbursements | Workday | Workday Report  | Payroll |
| Non Service Payments | Workday – Use SC00396 | Workday Report | Payroll |
| Departmental Guarantees | Bursar’s Office | Report from Bursar’s  | Students Account |
| Outside Guarantees | Bursar’s Office | Report from Bursar’s | Students Account |
| Outside Scholarships | Bursar’s Office | Disbursed through SFS | Students Account |
| Departmental/Institutional Scholarships | SARAS | SARAS | SFS to Students Account |
| Work Study Earnings | Workday | SFS adds award placeholder | Payroll |
| Gift Cards/Cash Prize | Department | Department reports through [Smartsheet Form](https://app.smartsheet.com/b/form/34dcf0251c9249448bbd535fa56208b8) | Directly to student |
| Gift Award | Department | Department reports through [Smartsheet Form](https://app.smartsheet.com/b/form/34dcf0251c9249448bbd535fa56208b8) | Directly to student |
| Any other reimbursement to a student that is not processed through Bursar’s Office, SARAS, or Workday | Department | Department reports through [Smartsheet Form](https://app.smartsheet.com/b/form/34dcf0251c9249448bbd535fa56208b8) | Directly to student |
| Fitness Center Reimbursement | Workday | Workday Report | Payroll |
| SRC Membership Reimbursement | Bursa’s | Service Indicator Hold Report | Bursar’s |
| Online Stdnt Fitness Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| Proctoring Fee Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| Mental Health Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| WSU Error Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| ASWSUG Global Grocery Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| Mental Health Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| Online Stdnt Cap/Gown Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| Spokane Childcare Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| Chinook Membership Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| TC Health Club Reimbursement | Bursar’s | Service Indicator Hold Report | Bursar’s |
| ASWSUG Internet Reimbursement  | Bursar’s | Service Indicator Hold Report | Bursar’s |