



Student Award requested by Dept/PI

Link: "Payments to Students" guide from UMass Tax Office

Determine if expense is for University business or student's education

Expense determined to be primary benefit of the University

Expense determined to be primary benefit of the student's education

Is the reimbursement for a student employee?

Process through BuyWays

Is the student a Non-Resident Alien?

- Process student reimbursement through payroll

Send Vendor Portal link to student to add as new vendor. UPST can assist

Student is a US Citizen or Resident Alien .Process student reimbursement through SIS.

Once student in Vendor System, complete reimbursement in BuyWays

Dept/PI to complete the "Scholarship Award Request Form" - follow link