

# Student Travel Stipend SOP

The Student Travel Grant issued through Student Experience & Equity allows low-income students who demonstrate need to receive an additional stipend to offset expenses. This document outlines the procedure to secure these stipends.

## Eligibility

Eligibility for a stipend are as follows. Students may qualify via FAFSA or CASFA eligibility based on the index below.

SAI	5 days +	4 days	3 days	2 days	1 day
-1500 to 0	\$500	\$400	\$300	\$200	\$100
0 to 1500	\$375	\$300	\$225	\$150	\$75
1500 to 3000	\$250	\$200	\$150	\$100	\$50

## Procedure

- The PPSC faculty or staff member coordinating the trip indicates if they will be requesting any need-based stipends on behalf of their student participants on the Student Travel Grant Application.
- After the Student Travel Grant is approved by Student Experience & Equity, the application information will be shared with:
  - The Financial Aid Office to determine eligibility.
  - The Financial Services Office to acknowledge the travel grant application.
  - If the student is eligible for a stipend, Student Experience & Equity will notate it in the application (amount, ORG to charge, student name and S#).
    - Accounts Payables will work with Payroll to determine if the student is an employee or not and will pay the stipend accordingly. A W9 will be needed if the student is not an employee.

**NOTE:** Student Travel Grants approved less than 30 days prior to planned travel dates may result in approved stipends not being available to students prior to travel.

## Student Employees

The stipend will be processed through Tamika Hill, Payroll Manager. She will “gross up” the stipends, resulting in the students receiving a net amount equaling their eligibility according to the table above. The stipends will be processed for the last deposit date preceding their planned travel.

## Non-employee Students

The stipend will be processed through Lily Ryan, Accounts Payable Specialist. Each student will need to complete a W9 to receive the stipend. Stipends for non-employee students must be paid by check. All stipend checks will be released to the Trip Coordinator for distribution to each student. Once issued, the Trip Coordinator will be notified and can pick them up at the Centennial Campus Cashiers Office.

*Note: the threshold for 1099 Miscellaneous Income is \$600, so students will not be taxed on the stipend unless they have additional income or gifts bringing them over this threshold during the calendar year, collectively from all schools under CCCS.*