

## Clarification on covering trips/conferences/expenses for students

1. **Is considered a Student Employment Benefit:** No need to report to DFA.
2. **Is a Class Expense being paid for multiple students and covered by course fees:**  
No need to report to DFA.
3. **Academic Program Requirement:**
  - Yes: Report to DFA with details.

*\*Academic Program Definition – “A combination of major and degree type which the student is pursuing.” Requirements of an academic program would be requirements for the major or minor to receive a degree. Example: Students majoring in x are required to travel to y and provide a research paper on their observations to fulfill the requirements of one of their core major classes.*

4. **Not related to the requirements of a student’s academic program:**
  - With Receipts: Does NOT need reported to DFA; not considered OFA.  
Receipts MUST be kept for auditing purposes in the DSB Business Office.
  - Without Receipts: Report to DFA as is considered OFA.

*All expenses must be included in the student’s cost of attendance (COA) and funds paid by the school must be included in the student’s other financial assistance (OFA). True regardless of whether the school paid funds to the student via reimbursement or paid the expenses directly on behalf of the student.*

When above states it is required to report to DFA, please contact the Karin Disher for entry into ScholarshipUniverse.

Cost of Attendance (COA)  
Other Financial Assistance (OFA)

[Student Reimbursement Guidelines](#)

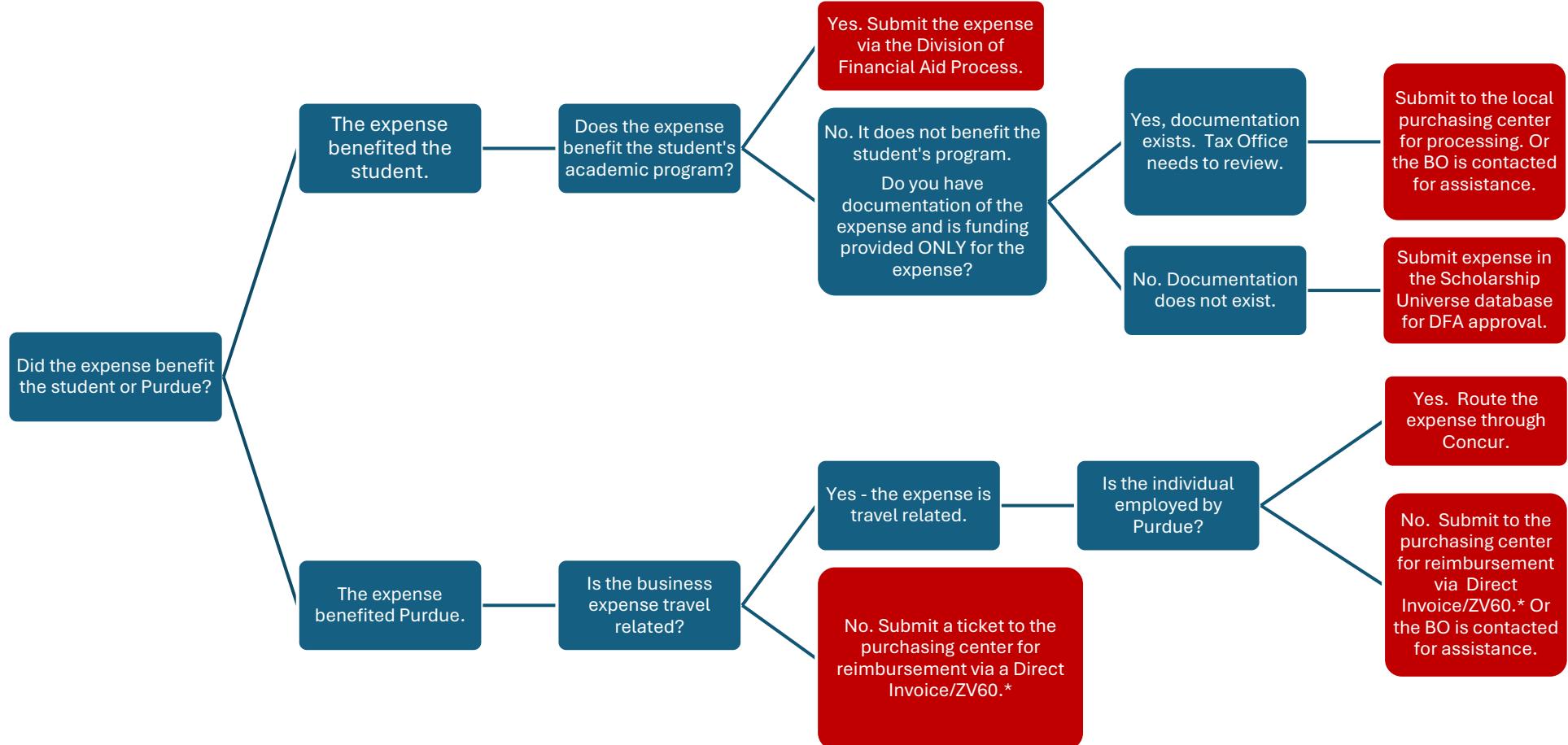
[Student Reimbursement Method Reference PPT](#)

[Student Reimbursement Method Decision Tool](#)

## Student Reimbursement Method Decision Flow

Link to tool: [Student Reimbursement Method Decision Flow Tool](#)

Questions can be directed to your local business office.



\*The Direct Invoice/ZV60 process includes a review in the Tax Office.

Updated August 2025.