

## **Awards Paid by URI Foundation**

### **Award to University Employee who is paid on State Payroll** – 2 payment options available

1. URI Foundation Account
  - a. Set up new or identify an existing URI Foundation account for employee to use for educational purposes such as conferences, seminars, travel, educational materials, supplies, etc.
  - b. Process URI Invoice Voucher to transfer from Dean or Department URI Foundation Fund to URI Foundation designated fund.
  - c. Employee can process URI Invoice Voucher as needed.
  - d. Award amount transferred to URI Foundation for employee to utilize the funds for job related expenses is not reportable as taxable income to employee on IRS Form 1099.
2. University (State) Payroll additional wages
  - a. Department processes [State APF-3 form](#) for additional wages (example attached) charged to Fund 401 chartfield string.
  - b. Award payment to employee will be included in their paycheck.
  - c. Payment is subject to FICA and Medicare tax.
  - d. Payment is taxable and will be reported on employees W-2 form.
  - e. Employee can expend the money with no restrictions.

### **Award to University Student** – 2 payment options maybe available

1. Scholarship – post to Student Enrollment Services Term Bill
  - a. Award will be posted as scholarship to student's account.
  - b. Amount will be applied to open balances. If no balance due, student will receive refund.
  - c. Process Scholarship memo to URI Enrollment Services and charge to the chartfield (401-dept-prog) to account 6582.
  - d. URI Foundation Scholarship will be reported on IRS Form 1098T.
2. Payment to Student
  - a. Process URI Invoice Voucher and charge to the Fund 401 chartfield string.
    - i. If Student is employed by University and paid on the Internal Payroll, the award amount is taxable and will be reported on employees W-2 form.
    - ii. If Student is not an employee, the award amount is taxable and will be reported on IRS Form 1099.
  - b. Student can expend the money with no restrictions.

### **Travel Award to University Employee or Student**

Travel Awards require TAR/TEV for Out of State Travel and receipts for In-State Travel. For Out-of-State travel, process TAR/TEV Forms and charge to the URI Foundation Fund 401 chartfield string. For In-State Travel, process URI Invoice Voucher with proper receipts attached for employee or student. Travel Award amount is not taxable to employee or student.