

WWU is the Primary (Direct) Beneficiary

Examples:

1. A student is asked by faculty to purchase materials to make their costume for a theatre class. The costume will remain the property of the university. It would be permissible to reimburse the student if the costume remained with the university for future use.
2. A student is asked to travel to New York City to represent WWU in a Scholastic Bowl competition.
3. A student who has been a contributor to faculty-led research, scholarly, or creative project is asked by the faculty member to travel to a conference, exhibition, or performance to make a presentation for the primary purpose of disseminating or discussing project outcomes with the scholarly community. The faculty member will typically be a co-author on the presentation.
4. A student who is a contributor to faculty-led research, scholarly, or creative project is asked by the faculty member to travel to a field site, collaborating institution, archive, or elsewhere for the primary purpose of furthering the project, for example, to collect data or analyze samples.
5. Students are required to attend a field trip for a class. Some students are asked to drive their personal car and transport other students. The student drivers may be reimbursed mileage from course fee revenue funds.

Student is the Primary (Direct) Beneficiary

It is prohibited to use public funds (Chart 1) when the student is the primary beneficiary. Most Chart 1 funds are considered public except for some grant funds and student activity fees. Contact your division budget officer to discuss your options when it has been determined that the student is the primary beneficiary.

Examples:

1. A student purchases materials to make their costume for Theatre class. The faculty and student understand that the student will keep the costume at the conclusion of the class. Since the student is keeping the costume, reimbursing the student would not be permitted.
2. A student's master thesis involves independent scholarship overseen by a faculty member. The topic is separate from the faculty member's own line of scholarship and

the student's scholarship does not significantly benefit the faculty member's scholarship or the University. The faculty member considers that the products of the scholarship belong solely to the student and the faculty member does not expect to be included as a co-author on products from the student's scholarship. Payment for their research expenses with university funds, such as for travel or supplies, would not be permitted. The student would need to obtain funds through a grant or scholarship.

3. A faculty member is attending a conference for professional development. The faculty informs a student about the conference because the conference is relevant to the student's major. Paying for the student's conference fees and travel expenses would not be permitted with university funds. The student would need to obtain funds through a grant or scholarship.