

Financial Services Manual (FIN)

FIN 421–03: Participant Payments

Effective: 3/1/2003

Revised: 7/1/2022

Purpose

To permit payments made to or on behalf of non-ASU employees who are participating in a workshop, conference, seminar, symposia, or other short-term training or information-sharing activity

Source

University policy

Policy

Participant expenses must be specifically approved in the sponsored budget and relate specifically to costs associated with attendance at a sponsored workshop, conference, seminar, symposia, or other short-term training or information-sharing activity.

Participants do not provide services but rather engage in a sponsored activity whose goals can only be met by such participation. Small stipends may be paid, but these should be relatively modest amounts. Larger stipends may indicate a “quid pro quo” or an equal exchange of money for effort.

Although participant costs must be approved by the sponsor, sponsor classification of certain costs as participant costs does not always mean ASU can treat those costs as participant costs. Participants who are ASU employees, must receive their income stipends through Payroll using Supplemental Pay. There are limited exceptions for student and graduate employees who are participating in an event or workshop that is unrelated to the department by which they are employed.

Participants who are not ASU employees may be paid their income stipends directly. Individuals whose participation is limited to speaking or presenting at the event do not qualify for participant support, and must be paid and/or reimbursed as independent contractors or guest lecturers, and not as participants. (See [FIN 421–01](#), “Guest Lecturers, Consultants, and Other Independent Contractors” for more information.)

Procedure

In order to pay a participant a stipend, the participant must be approved as a supplier in the system. Once approved, the department can submit an ad-hoc invoice request.

Prepaid Airline Tickets

Participants and other university guests may make their own airline reservations, pay for their tickets, and then request reimbursement from the university. Departments may also use the university’s contracted travel agency for prepaid travel of participants and other university guests. The prepaid airline ticket should not be included on the participant’s expense reimbursement. If the participant fails to attend the event, it is the department’s responsibility to ensure the prepaid ticket is cancelled and funds refunded.

Direct Payment of Hotel/Motel

Instead of the participant paying hotel charges personally, a department may request that the university pay the hotel directly for the participant's stay. The department should request that the hotel bill ASU. When the invoice is received, the department should process a payment to pay the hotel. The department is required to keep the hotel invoice on file and available for review for five years after the end date of the sponsored project account.