

## **BUSINESS OFFICE MEMORANDUM**

### **TAX STATUS OF PAYMENTS MADE TO OR ON BEHALF OF STUDENTS FOR CSA RELATED TRAVEL**

The IRS states that any payment made to or on behalf of a student not required for a course of instruction represents taxable income to them. (Students are not employees of the College and, therefore, have different tax status regarding research/travel expenses than do faculty or staff.)

The following types of payments are considered taxable income to the student:

- travel, room, and board expenses
- conference registrations

Exceptions to the above list are:

- travel expenses for a student formally representing the College as a member of a competitive team (e.g. IRC/MUN, Mock Trial, Quiz Team)
- if presenting a paper as a representative of Carleton College

The travel funds you are receiving are for personal travel expenses that are not part of the regular curriculum. It is not associated with obtaining your degree from Carleton College. Therefore, these funds are considered taxable income. Recipients who are U.S. citizens or resident aliens of the United States must report the travel related funds as income in the year it is received. The College will not withhold any amount towards payment of federal, state or local income taxes and will not send a Form 1099 or a Form W2 to you. It is your responsibility to report the payment in the year received on your federal, state or local income tax return and pay all applicable taxes. You may want to refer to IRS publication 970, "Tax Benefits for Education" for more information. You may or may not have taxes due, depending on your other income, tax withholding, and filing status.