Prospective Students and Vendor Set-Up Processes

Harvard has taken the position that recruitment expenses for prospective students (e.g., one who has not yet accepted admission to Harvard) are a University business expense. These payments will be processed as nontaxable reimbursements. Reimbursable expenses would be for travel expenses incurred when visiting Harvard during the student open house and recruitment timeframe (February – April).

*Harvard should make direct payments to vendors, such as airfare and hotels, where possible.*

**Vendor Set-Up Process:**
- Recruitment expenses for individuals enrolled as Harvard students are considered fellowship payments. These individuals must be set up as either vendor type *Harvard Registered Student- U.S. Citizen or Individual – Non U.S. Citizen*.
- Temporary Vendor reimbursements must be processed by May 31st. Departments requesting reimbursements after May 31st must be set up as a *U.S. Citizen or Permanent Resident* or *BER* vendor (if NRA).
- Expenses must have been incurred between the February – April timeframe prior to the University's May 1st commitment deadline.

**U.S. Citizen or Permanent Resident**
Prospective students who are U.S. Citizens or permanent residents may be reimbursed for travel expenses using vendor type *Temporary Vendor* which does not require collection of a W-9 form. In order to be set up as a temporary vendor, the following criteria must be met.

- The vendor must be a U.S. Citizen or permanent resident, with no Harvard enrollment.
- The expenses must be for travel expenses related to a prospective student’s visit to Harvard, during the student open house timeframe of February-April.
- The vendor will remain active for 30 days. If a reimbursement is not processed within 30 days, the individual must be set up as vendor type *U.S. Citizen or Permanent Resident* and a W-9 would need to be collected.
- The vendor set-up screen must contain the following language in the *Notes to CRT* screen.

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U.S. Citizen- Prospective student travel reimbursement with no Harvard enrollment
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- Follow the normal process for submitting non-employee reimbursement payments. The individual must complete and submit an *HCOM Non-Employee Reimbursement* form with appropriate receipts.
- The *Business Purpose Line* description must contain the language *School (Department) Prospective Student Reimbursement* in for auditing purposes.

**Foreign Individuals** (aka Nonresident Aliens (NRA))
Prospective students who are nonresident aliens may be reimbursed for travel expenses using vendor type *Business Expense Reimbursement- Foreign Individual (BER)*. Foreign payees can bypass the GLACIER process since they will not be paid income, but schools processing the payments must submit any signed certification forms and required copies of immigration documents along with each non-employee reimbursement payment request. See Setting up *Foreign Individuals with Business Expense Reimbursement (BER) Vendor Type* for required information.