

## LEHIGH UNIVERSITY

### STUDENT INTERNATIONAL INTERNSHIP AND REQUEST FOR DECLINING BALANCE ONECARD INSRUCTIONS

These instructions are for Lehigh University departments that provide fellowships to cover travel, accommodation and meal expenses to students participating in internship, research or practicum experiences with sponsoring companies (work experience providers) outside the United States.

To protect students from the safety risks of carrying large quantities of cash, the University has provided a mechanism by which the students can obtain a declining balance OneCard for the duration of the internship.

#### Departments should include in award letter to the student:

- IRS Regulations do not require the University to report or withhold taxes on these activities
- Depending on their personal tax situation, these funds could be taxable
- Suggestion that they consult their personal tax advisor on the matter
- Receipt of these funds may affect their current financial aid award
- Suggest that they contact the Office of Financial Aid to determine if any adjustment will be made to their financial aid package
- Student will be provided a declining balance Onecard for the amount of the award
- Department Contact Person will notify the student to pick card up from Purchasing at least one week prior to their departure
- When picking up their card, student will be asked to show a picture id, sign for the card and provide the last four digits of their LIN
- Student will be given instructions on how to activate card and make sure it works properly before their departure (instructions will also be available on Purchasing and Controller's Office web pages)
- Student is required to return card to Department Contact Person immediately upon their return
- Department Contact Person will destroy the cards on or before the card end date and notify the OneCard Program Administrator who will close the student's OneCard account

#### Card Information:

- To obtain card complete the Student International Internship Request for Declining Balance OneCard Form
- Return to OneCard Program Administrator, Purchasing Services, 306 S. New Street, Suite 428 at least 3 weeks prior to student's departure
- The student will be provided a card but will not be given access to the Wells Fargo Commercial Card Electronic Reporting System
- The Approver will enter the description, typically the name and dates of the internship, copy it down to each description field in the OneCard statement, and hit the "Statement Approved" button
- There will be no requirement to send receipts to Wells Fargo to include with the statement
- If needed, cash advances can be obtained with the card (subject to bank fee)
- Department Contact Person should destroy the cards on or before the card end date and notify the OneCard Program Administrator who will close the student's OneCard account