Samford University
Student Business Travel Certification Form

DO NOT COMPLETE THIS FORM FOR NON-TRAVEL REIMBURSEMENTS

A completed Student Business Travel Certification Form must be submitted with an *Expense Reimbursement Report* when requesting reimbursement to a student for University business travel in order for the payment to be made on a tax-free basis under the University's Accountable Plan rules.

Student Name	SUID	Location/Dates of Trip

I certify that these expenses (check all that apply):

____ Directly supports a faculty member's project or research program, or;

____ Are incurred while representing the University for recruiting purposes, or;

____ Are incurred as part of a formal student organization or club, or;

____ Are related to presenting or leading a session at a conference (a photocopy of the conference program is attached), or;

____ A re incurred while officially representing the University (athletics, scholastic competition, or student government/leader)

Note: The detailed business purpose for student travel must be described on the Travel and Expense Report that this Certification Form is attached to.

If none of the above criteria are met, this form should not be completed and the reimbursement will be classified as a scholarship/fellowship. The payment of a scholarship/fellowship may represent taxable income to the student and may be subject to withholding and reporting if paid to an international student.

_____ _____

Signature - Faculty/Staff member
Samford University

Date