

**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.

Name of Student: \_\_\_\_\_

SUID: \_\_\_\_\_

Location and Dates of Travel: \_\_\_\_\_

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;

Are 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