

**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;

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. All payments for scholarship/fellowship can be completed on the dynamic form "Student Account Payment Request" on the Accounting and Financial Services website.

Signature - Faculty/Staff member
Samford University

Date