

University of Notre Dame Student Business Travel Certification Form

A completed Student Business Travel Certification Form must be submitted with a travel expense 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. Similar to the method used for attaching other receipts, this form should be scanned and attached to the student's travel and expense report filed through travelND.

Name of Student _____

NDID or NetID _____

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 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

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 fellowship/scholarship/award (FSA). The payment of FSA may represent taxable income to the student (please give the student a copy of the University's FSA letter) and may be subject to withholding and reporting if paid to an international student.

Signature of Faculty Member
University of Notre Dame

Date