Southern Utah University
Student Business Travel Certification Form

A completed Student Business Travel Certification Form must be submitted with all Direct Payments and Travels, 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. **This form should be attached to the student's Direct Payment or Travel Expense Report. Note: Lack of adequate documentation supporting business travel may delay processing OR may result in payment being classified as a scholarship to the student. Please see the paragraph after the explanation section for which request form to submit.**

Student Name: ____

T#: ____________________ Dates of travel: ____

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

- ☐ Directly supports a faculty member's project/research program (**explain below**)
- ☐ Are related to presenting/performing at a conference or leading a session at the conference (**Please attach a copy of the conference program showing student's name as a presenter/contributor AND explain below**)
- ☐ Are associated with a University Department or establishment student organization (such as USO, Athletics, band) – Typically faculty or a staff member travels with, however a student can travel alone. If Faculty travels with, all costs should be included with the Employee's travel with no payments made to individual students (**explain below**)
- ☐ Are incurred while actively competing in a competition on behalf of the University (**explain below**)
- ☐ Are incurred while officially representing the University (**explain below**)
- ☐ Are related to endowment research (**explain below)**
- ☐ Are related to research or an activity that is performed to fulfill the University's obligation to an outside funding entity (**explain below**)

Describe the University business purpose for the student travel (**explanation must be provided**):

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If there is not a university business purpose for the travel, this form should not be submitted and the payment/reimbursement will be classified as a scholarship. If this reimbursement request is for a current SUU student, a Travel request needs to be submitted. If this reimbursement is for an individual that is not a current SUU student, and it is being funded by a grant, a Direct Payment is the proper request form to be submitted.