



## Student Business Travel Certification Form

A completed Student Business Travel Certification Form must be submitted with all expense reports 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 Accountable Plan rules. Note: Lack of adequate documentation supporting business travel may delay processing or result in payment being classified as scholarship/fellowship or award to the student.

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

Student ID: \_\_\_\_\_ Dates of travel: \_\_\_\_\_

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

- ☐ Directly supports a faculty member's project or research program. Results or research will be used by the University. Please explain below
- ☐ Are related to a student presenting or actively participating in a conference or competition on behalf of the University. Student must be attending a conference to present, exhibit, or perform, not just attend. Please attach a copy of the conference program showing the student's name as a presenter/contributor AND explain below.
- ☐ Are incurred while officially representing the University or travel is in connection with the performance of service for the University. Please explain below.

**Describe the University business purpose for the student travel (explanation must be provided and include how this benefits the University):**

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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 scholarship/fellowship or award.

\_\_\_\_\_  
Signature of Bradley University Faculty member

\_\_\_\_\_  
Date

## Examples of University Business Travel:

- Travel undertaken by a student for the purpose of presenting research at a conference (including poster presentations), where the student is formally recognized in the publication or program as a presenter or contributor from Bradley University.
- Student travel for participation in a competition where the student officially represents Bradley University.
- Student travel conducted for the purpose of university research, with the explicit intent of generating useful results for the institution.
- Travel associated with research activities performed to fulfill the University's obligations to external funding agencies.

## Examples of Scholarship/Fellowship or Award Travel:

- Travel undertaken for a student's project or research where the primary purpose is to advance the student's individual education or academic program.
- Student travel to attend a conference, where the objective is solely for the student's personal educational enrichment and development.
- Travel for dissertation research that is conducted primarily to fulfill the requirements of a degree program and does not represent research the University would independently undertake.