STUDENT TRAVEL AUTHORIZATION & CERTIFICATION FORM

A completed student travel authorization & certification form must be submitted for all reimbursements 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. The omission of filing a student travel authorization & certification form prior to actual travel may disqualify any expense reimbursement request.

Student Name ____ Student ID _____________________

Department ____Date_______________________

Employee Advisor/Sponsor ____

Name of Organization/Meeting ____

Location(s) and Date(s) 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.

Business Purpose of Travel. Include how this benefits Bradley:

Mode of Travel ____

Estimated Reimbursable Expenses:

Transportation $________________
Hotel $_________________________
Meals $_________________________
Registration $___________________
Miscellaneous $_________________
TOTAL $_________________________

Approved for $__________ Account #___________________ ______________________________
Dept Chair/Unit Director

Approved for $__________ Account #___________________ ______________________________
Dean/Associate Provost

Approved for $__________ Account #___________________ ______________________________
Provost

I understand that trip expenses must be submitted for reimbursement no later than forty-five (45) days after last day of travel in order to be reimbursed.

______________________________________ ____________________________________
Signature of Student Signature of Employee Advisor/Sponsor