



Student Business Travel Certification Form

DO NOT COMPLETE THIS FORM FOR NON-TRAVEL REIMBURSEMENTS

A completed Student Business Travel Certification Form must be submitted when requesting reimbursement to a student or paying for student travel to a supplier directly 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 attached to the mode of payment with all other applicable supporting documentation.

Name of Student _____

W-Number _____

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

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) and should be paid accordingly using the applicable procedures. [See Payments for student travel expenses DAPP](#)

Signature -Faculty member
University of Wyoming

Date