



### Student Certification for Business Related Travel Reimbursement

Please complete this form and attach to any student travel reimbursement which is certified to be business related travel. This certification must be completed by the student and certified by a University of Chicago faculty member or a Principal Investigator (PI) if payment is made from a Federal Grant.

To Be Completed by Student	
Student/Fellow Name:	
Student Identification Number:	Destination:
Travel Dates:	
Business Purpose:	
To Be Completed By University Faculty Member or Principal Investigator (PI)	
I certify that this student travel:	
<input type="checkbox"/> directly supports my project or research program, or <input type="checkbox"/> is related to presenting at a conference (conference publication listing student is required), or <input type="checkbox"/> is an integral (required) part of the student's degree work, or <input type="checkbox"/> is official University business	
Faculty Member/PI Name:	
Faculty/PI Signature:	Date:

Any reimbursement to an undergraduate, graduate student or Post Doctoral Fellow, which does not meet the above criteria for University business travel, is considered to be taxable scholarship income according to IRS regulations. US Citizens, Permanent Residents and Residents for Tax are not required to have any tax withholding, nor will a tax form be issued. However, any scholarship payments should be reported as income. Nonresidents for tax are required to have a federal withholding of 14% and a 1042S form will be issued at calendar yearend.