

SJSU Research Foundation

Student Business Travel Certification Form

To be completed for Travel Reimbursements only

A completed Student Business Travel Certification Form must be submitted with a travel expense report when requesting reimbursements to a student for SJSU Research Foundation business travel for the payment to be tax-free under Accountable Plan rules. The approved form should be attached to the student's travel expense report.

Name of Student: _____

Location of Travel: _____

Start and End Dates of Travel: _____

Grant or Program Account Number: _____

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 SJSU or The Research Foundation.

NOTE: The detailed business purpose for student travel must be described on the Travel Expense Report that this certification is attached to.

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). The payment of FSA may represent taxable income to the student and may be subject to withholding if paid to an international student.

Signature of Account Signer

Date