

Certification for Student Travel

Please complete to certify student(s) eligibility for travel, conference registration, or business expense reimbursement.

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

- Directly support faculty member's project or research program
- Are related to presenting at a conference (a photocopy of the conference program indicating the traveler is a speaker/presenter is required)
- Are an integral part of this student's degree work (does not apply to post docs)
- Are directly related to the student's employment at the University

Note: Any student travel related expenses that do not meet the above certification criteria should be submitted through either Graduate Financial Support (GFS) for graduate students and post docs, or through the Financial Aid Office for undergraduate students.

Business Purpose

WHO Please print the name(s) of the student(s) being reimbursed or benefiting from the expense

WHAT Explain the activity/circumstance that resulted in the expenditure

WHERE Give the location of the activity (to/from destinations, restaurant or conference facility name/city, etc.)

WHEN Indicate the date or inclusive dates the activity took place

WHY Describe the benefit of the activity to Stanford

Expense Requests transaction number _____

Resources:

Stanford Administrative Guide 5.4.2 Travel Expenses, Section 11:

- <https://adminguide.stanford.edu/chapter-5/subchapter-4/policy-5-4-2#anchor-23909>

Graduate Students and Post Docs

- Processing Fellowship Payments:
http://fingate.stanford.edu/staff/supptstudents/process_fellowship.html
- GFS Policy Manual:
http://financialaid.stanford.edu/faculty_staff/gfs/gfsabout.html

Undergraduate Students

- Financial Aid Office: financialaid@stanford.edu

Stanford Faculty Member Signature _____

Date Signed _____