

## Student Certification

To be submitted with backup documentation for iOU requests for conference registration, **expenses in support of degree work** and reimbursement of travel expenses.

iOU transaction number \_\_\_\_\_ (Office Use Only)

Name of Stanford student or post doc \_\_\_\_\_

Business purpose \_\_\_\_\_ Please provide brief description of purpose (e.g. What, Where, Why)

WHAT:

e.g. Conference

WHERE:

WHY:

e.g. present paper

Dates of travel \_\_\_\_\_ (Please enter date range of travel)

I certify that these expenses:

- Directly supports 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

Any student reimbursement, graduate or undergraduate, which does not meet the above criteria for university travel, should be submitted and paid through Graduate Financial Services (GFS) for graduate students and post docs and for undergraduates through Financial Aid Office.

### Helpful links:

- Processing Fellowship Payments: [http://fingate.stanford.edu/staff/supptstudents/process\\_fellowship.html](http://fingate.stanford.edu/staff/supptstudents/process_fellowship.html)
- GFS: <http://www.stanford.edu/dept/DoR/gfs/Sec6.html>
- AGM 36.7: [http://adminguide.stanford.edu/36\\_7.pdf](http://adminguide.stanford.edu/36_7.pdf)

For Financial Aid information email: [financialaid@stanford.edu](mailto:financialaid@stanford.edu)

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Stanford faculty member signature and date