

**Student Certification for Business Related Reimbursement**

Please complete this form and attach to any student reimbursement which is certified to be University related business or 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/Fellow**

Student/Fellow Name:

Student Identification Number:

Destination (Optional):

Travel Dates (if applicable):

Business Purpose:

**To Be Completed By University Faculty Member or Principal Investigator (PI)**

I certify that this student/fellow expense:

directly supports my project or research program, or

is related to presenting at a conference (conference publication listing student is required), or

is an integral (required) part of the student's degree work, or

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, is considered to be taxable scholarship income according to IRS regulations. U.S. 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.