

# Certification for Student Travel

To be submitted with backup documentation for iOU requests  
for conference registration and reimbursement of travel expenses

iOU transaction number \_\_\_\_\_

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

Business purpose for this travel \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of travel \_\_\_\_\_

I certify that this travel:

\_\_\_ directly supports a faculty member's project or research program  
\_\_\_ is related to presenting at a conference (a photocopy of the  
conference program indicating the traveler is a speaker/presenter is  
required)

\_\_\_ is an integral part of this student's degree work

\_\_\_ is directly related to the student's employment at the University

\_\_\_ is official University business

Any reimbursement that does not meet the criteria for university travel as stated above,  
will be tax reportable and should be submitted and paid through Graduate Financial  
Services (GFS) as a fellowship payment for graduate students and post docs. For  
undergraduates, submit payments through the Financial Aid Office. (Admin Guide  
Memo 36.7, section 11.)

If you have questions, please contact Customer Outreach, 5-9100 or submit a HelpSU  
request, selecting Central Office issues and Customer Outreach for Disbursements.

\_\_\_\_\_  
Stanford faculty member signature and date