



UC San Diego Student Certification for Business-Related Travel

Please complete this form and attach it to the MyTravel trip for any student travel reimbursement that is certified to be business-related travel. This certification must be completed by the student and certified by a UC San Diego faculty member (or a Principal Investigator (PI) if payment is made from a federal grant).

Reimbursement for UC San Diego Business-Related Travel To be completed by UC San Diego Faculty Member or Principal Investigator (PI)	
I certify that this student expense relates to at least one of the following:	
<div style="text-align: center;">Directly supports my project or research program</div> <div style="text-align: center;">Please provide brief description:</div>	
<div style="text-align: center;">Is related to attending or presenting at a conference (conference publication or registration listing student and his/her affiliation with UC San Diego is required).</div>	
<div style="text-align: center;">Is an integral (required) part of the student's degree work (choose one)</div> <div style="text-align: center;">Activity is <i>required</i> for degree credit</div> <div style="text-align: center;">Degree:</div> <div style="text-align: center;">Activity impacts the student's grade in a required course for the degree</div> <div style="text-align: center;">Course:</div>	
<div style="text-align: center;">The student is actively participating in a competition on behalf of UC San Diego.</div> <div style="text-align: center;">Name of Competition:</div>	
Faculty Member/PI Name:	
Faculty Member/PI Signature:	Date:
To be completed by UC San Diego Student	
Student/Fellow Name:	
Student ID/PID Number:	Destination:
Undergraduate Student	Graduate Student
Travel Dates:	
Purpose:	
Student/Fellow Signature:	Date:

Any payment for travel to an undergraduate, graduate student, or post-doctoral fellow, which does not meet the above criteria for UC San Diego business-related travel, is considered to be a scholarship/fellowship for a nonqualified expense according to IRS regulations and should be processed through the Financial Aid Office. Any reimbursement for travel as a UC San Diego business expense (and paid through MyTravel) cannot also be claimed by the student as an additional cost of education for financial aid purposes.



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Processing UC San Diego Student Travel Reimbursement Payments

Student travel reimbursements are of a complex nature and the below explanations are not inclusive and determinations may need to be made on a case-by-case basis. The purpose of this form is to document the circumstance in which the student is eligible for Travel Reimbursement.

The student travel payment is generally considered a reimbursement (nontaxable, nonreportable) if:

- The primary purpose and original intent is for UC San Diego to obtain useful results from the project/research
- Results or research will be used by UC San Diego
- Research is performed to fulfill UC San Diego's obligations to outside funding entity
- Activity is required for degree or credit; that is, activity impacts the student's grade in a required course for the student's degree or is a requirement to graduating
 - Student is presenting or actively participating/attending in a conference or competition on behalf of UC San Diego.

NOTE: When student travel is for UC San Diego business, it is generally expected that 100% of the travel will be reimbursed as opposed to the student absorbing a majority of the expense.

Examples of reimbursement:

- Student travels to Hawaii to represent UC San Diego in a scholastic or athletic competition.
- Student travels to Chicago to attend and/or present at a conference, where the student's name and UC San Diego is published (poster, website, brochure, registration form) as an attendee/presenter/contributor at the conference.
- Student travels to Istanbul to perform research, which happens to be the topic of her dissertation. This would qualify *if* UC San Diego would otherwise perform research on this topic, regardless of the student's research – as such, UC San Diego is considered the primary beneficiary.

If the student does not meet one of these qualifications, then the student travel is generally considered to be scholarship for non-qualified expenses (taxable, self-reportable by the student) and typically is processed through the Financial Aid Office.