University of Notre Dame
Student Business Travel and Expense Form

A completed Student Business Travel and Expense Form must be submitted with all expense reports requesting reimbursement to a student for university business travel and other business expenses in order for the payment to be made on a tax-free basis under the University Accountable Plan rules. **This form should be scanned and attached to the student's travel and expense report filed through *travelND*. Note: Lack of adequate documentation supporting business travel and other business expenses may delay processing OR may result in payment being classified as scholarship/ fellowship to the student.**

Student Name: _____

NDID/NetID: _____ Dates of travel: _____

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

- ☐ Directly support a faculty member's project/research program **(explain below)**
- ☐ Are related to presenting at a conference **(Please attach a copy of the conference program showing student's name as a presenter/contributor AND explain below)**
- ☐ Are incurred while officially representing the University **(explain below)**

Describe the University business purpose for student travel or expense **(explanation must be provided):** _____

_____

_____

_____

_____

If there is not a university business purpose for the travel or other business expenses, this form should not be submitted and the payment/reimbursement will be classified as scholarship/fellowship (FSA). See Student Travel and Expenses Tax Considerations policy statement.

_____ _____

Signature-Faculty member Date
University of Notre Dame

Examples of University Business Travel:

- Travel undertaken by a student for the purpose of presenting research at a conference (including poster presentations), where the student is formally recognized in the publication or program as a presenter or contributor from the University of Notre Dame.
- Student travel for participation in a competition where the student officially represents the University.
- Student travel conducted for the purpose of university research, with the explicit intent of generating useful results for the institution.
- Travel associated with research activities performed to fulfill the University's obligations to external funding agencies.

Examples of Scholarship/Fellowship (FSA) Travel:

- Travel undertaken for a student's project or research where the primary purpose is to advance the student's individual education or academic program.
- Student travel to attend a conference, where the objective is solely for the student's personal educational enrichment and development.
- Travel for dissertation research that is conducted primarily to fulfill the requirements of a degree program and does not represent research the University would independently undertake.