

Please complete this form and attach it to both the Concur Request and Expense Report for any business-related travel reimbursement for UC San Diego Students. This certification must be completed by the student and certified by a UC San Diego faculty member, Principal Investigator (PI), or administrator.

I certify that this student travel expense:

Directly supports the faculty/PI's project or research program (Faculty/PI to sign form). (This includes when a student obtains his or her own external funding (including external fellowships) to support his/her research, which funding is provided to the University to administer either under a PI or as the student being the PI.) Please provide a brief description of the project/research program:

Faculty Member/PI Signature:

The Business Purpose for this trip is an integral (required) part of the student's degree/research work (choose one and attach supporting documentation):

- Activity is required of all students for degree completion (this does not mean that all students are required to complete dissertation work but that all students in a degree program are required to conduct research at a specific location) Degree:
- Activity is required of all students and impacts the student's grade in a required course. Course:
- The student is actively participating in a competition or student group activity on behalf of UC San Diego Name of Competition/Activity:
- Presenting at a conference:

**Chart String Information:**

Financial Unit, Project, Task:

OR Financial Unit, Fund, Function: (if not using a Project and Task)

Faculty Member/PI/Administrator Signature:

Student/Fellow Name:	
Student/Fellow Name:	
Student ID/PID Number:	
Select One:	Undergraduate Student: Graduate:
Student Travel Dates:	Destination(s):
Student/Fellow Signature:	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 Concur) cannot also be claimed by the student as an additional cost of education for financial aid purposes.

### 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 of all students in a degree or course; that is, activity impacts the student's grade in a required course for the student's degree or is a requirement to graduating. The requirement to travel due to a dissertation topic alone does not qualify as business travel. The degree program must set out that all students are required to travel to conduct their dissertation research.
- Student is presenting 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 present at a conference, where the student's name and UC San Diego is published (poster, website, brochure) as a presenter 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.
- Student travels to conduct dissertation research and has obtained his or her own external funding (including external fellowships) to support his/her research, which funding is provided to the University to administer either under a faculty PI or as the student being the PI.

**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.**