



## 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, a Principal Investigator (PI), or administrator.

<b>Reimbursement for UC San Diego Business-Related Travel</b> <b>To be completed by UC San Diego Faculty Member, Principal Investigator (PI), or Administrator</b>	
I certify that this student expense relates to the following:	
<input type="checkbox"/>	Directly supports my 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 brief description:
<input type="checkbox"/>	Is related to presenting at a conference (conference publication listing student and his/her affiliation with UC San Diego is required).
<input type="checkbox"/>	Is an integral (required) part of the student's degree work (choose one and attach supporting documentation) <input type="checkbox"/> Activity is <i>required</i> of all students for degree credit (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: _____ <input type="checkbox"/> Activity impacts the student's grade in a required course for the degree Course: _____
<input type="checkbox"/>	The student is actively participating in a competition or student group activity on behalf of UC San Diego. Name of Competition: _____
Faculty Member/PI Name: _____	
Faculty Member/PI/Administrator Signature: _____	Date: _____
<b>To be completed by UC San Diego Student</b>	
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.



## 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.**