



Southern Methodist University

Student Certification for Business-Related Travel

Please complete this form and attach it for any student travel grant or reimbursement that is certified to be business-related travel. This certification must be completed by the student and certified by an SMU faculty member, a Principal Investigator (PI), or an administrator.

SMU Student Business-Related Travel
To be completed by SMU Faculty Member, Principal Investigator (PI), or Administrator

I certify that this student's travel expense relates to the following:

Officially representing the University while participating in a competition or student group activity on behalf of SMU. Name and location of Competition/Activity:

Presenting at a conference while representing SMU. (Conference program is attached)

Directly supporting 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 and that funding is provided to the University to administer either under a PI or as the student being the PI.

Brief description of the project/research program:

None of the above (Subject to taxability)

Additional Comments:

Faculty Member / PI / Administrator's Name:	Faculty Member / PI / Administrator Signature:	Date:
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To be completed by SMU Student

Student's Name:

SMU ID:	Undergraduate Student	Graduate Student
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Destination:

Travel Dates:

Purpose:

Any travel payment to an undergraduate or graduate student, or post-doctoral fellow, that does not meet the above criteria for SMU business-related travel, is considered to be a scholarship/fellowship for a non-qualified expense according to IRS regulations (taxable and reportable by the student). Any travel payment made as an SMU business expense cannot also be claimed by the student as an additional cost of education for financial aid purposes.

Student Signature	Date:
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SMU Student Certification for Business-Related Travel

Processing SMU Student Travel Payments

The Student Certification for Business-Related Travel form documents the purpose for the student's travel. The information provided is used to determine the appropriate tax treatment of the travel grant or reimbursement. Determinations are made on a case-by-case basis. Student travel payments are of a complex nature and the explanations and examples below are not inclusive.

NOTE: If the student's travel does not meet one of these criteria, then the travel grant or reimbursement is generally considered to be a scholarship/fellowship for non-qualified expenses which would be taxable income and reportable by the student.

The student travel payment is generally considered to be a nontaxable, nonreportable payment if:

- The student is officially representing SMU while participating in a competition or group activity.
- The student is presenting at a conference while representing SMU.
- The student's travel is related to research on an SMU directed research project:
 - Directly supports the faculty/Principal Investigator's project or research program
 - Contributes to results or research that will be used by SMU
 - Fulfills SMU's obligation to an outside funding agency

Examples of student travel payments that would generally be taxable are:

- Student travels to perform research for dissertation research that is not research the University would otherwise conduct, and the student's dissertation is the primary purpose for the travel. (*The student is the primary beneficiary.*)
- Student travels to a conference in Mexico as an attendee and does not present or contribute in an official capacity on behalf of SMU.
- Student travels to Japan for language training that will assist in the student's language proficiency needed for his or her degree from SMU. This is supplemental training that may help the student succeed, but is not a required part of the degree from SMU.