



Student Certification for Business Related Reimbursement

To reimburse a student for a business expense incurred by the student on behalf of UNC, please complete this form and submit it with check request to Accounts Payable. There is no benefit to the student in these cases.

Any reimbursement to an undergraduate or graduate student which does not meet the criteria for university business, is considered a taxable scholarship according to IRS regulations. **If the expenses are determined to be a taxable scholarship, you will be notified to submit a Gift, Prize and Award form.**

This certification must be completed in it's entirety and certified by a University of Northern Colorado staff/faculty member or Principal Investigator (PI), if payment is made from a Federal Grant.

Student Name:	
Bear Number:	Dates Expense(s) incurred:
UNC Business Purpose (Please be very specific and detailed. General responses will not be accepted):	
To Be Completed by University Staff/Faculty Member or Principal Investigator (PI)	
I certify that this student reimbursement (check all that apply):	
<ul style="list-style-type: none"> Primary purpose and original intent are for UNC to obtain useful results from the project/research (identify faculty/PI led project/research above in purpose). Results or research will be used by UNC (identify faculty/PI led project/research above in purpose). Research is performed to fulfill UNC's obligations to outside funding entity (identify faculty/PI led project/research above in purpose). Directly supports a faculty member's project or research program (identify faculty/PI led project/research above in purpose). Officially representing the University at the request of the department (In the case of conferences, student must be presenting at conference on behalf of UNC (not student research) or be representing in UNC identified booth/table/area at conference). Official UNC business (be detailed in purpose above). 	
Staff/Faculty Member/PI Printed Name:	
Staff/Faculty Member/PI Signature:	Date:

**** Any research performed by a student for a required course or degree program will require a Gift, Prize, or Award form also. ****