University of Vermont
Student University Business Certification Form

INSTRUCTIONS - Visit www.uvm.edu/sfs/paymentstostudents for detailed instructions and additional information

- Complete this form when requesting that a student be reimbursed for official University business or to document the business nature of student expenses paid for by a department (e.g. on a University PurCard).
- Attach original, itemized receipts and any other documentation required by the UVM Travel Policy
- Explain the business nature of the expense on your check request, expense report or ABSC Reimbursement Form
- Submit this form:
  o To the Disbursement Center with your check request if reimbursing an undergraduate student or a graduate student who is not an employee.
  o With your expense report or ABSC Reimbursement Form if reimbursing a graduate student employee.
  o To the Disbursement Center if documenting the business nature of a PurCard expense.

PART I

Student Name (Last, First)  PurCard Journal ID (If applicable)

PART II

University business is travel or expense which primarily benefits the University as defined by the University’s Policy on Payments to Students. Please indicate the nature of the official University business:

Travel as an Employee
☐ Expenses incurred while traveling as a UVM employee.

Other University Business
☐ Expenses incurred while traveling to officially represent UVM and present at a conference (or similar academic event). Attach documentation listing the student as a presenter.

☐ Expenses incurred while traveling to officially represent UVM at an academic or athletic competition.

☐ Expenses incurred while the student was formally and specifically assisting a faculty or staff member who was working in their official capacity. On the accompanying check request, expense report, or ABSC reimbursement form, explain the duties the student was required to perform.

☐ Reimbursement for the student’s purchase of supplies on behalf of the University (supplies are or will become property of the University.) On the accompanying check request, expense report or ABSC reimbursement form, explain the business purpose and why it was necessary for the student to purchase these supplies.

☐ Official business of the Student Government Association (SGA), an SGA recognized club or organization or the IRA in accordance with its official charter. Explain on accompanying check or reimbursement request.

☐ Other. Attach an explanation. You are encouraged to contact Student Financial Services prior to submitting payment request.

Part III – Certification

I have reviewed and this request complies with the University’s Policy on Payments to Students. The information reported above is true and accurate to the best of my knowledge. I understand that reimbursement for travel expenses is subject to the University’s Travel Policy.

Name of Requesting Department  Name of Requester

Requester’s Phone Number  Requester’s E-mail Address

Authorized Signature  Date

Additional information and instructions available at www.uvm.edu/sfs/paymentstostudents

Disbursement Center  ●  Student Financial Services