

**University of Vermont**  
**Student University Business Certification Form**

**INSTRUCTIONS - Visit [www.uvm.edu/sfs/paymentstostudents](http://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 UVM policies.
- Explain the business nature of the expense on your check request, expense report, Expense Reimbursement Form (for Disbursement Center full-service users only), or PurCard journal.
- Submit this form:
  - To the Disbursement Center with your check request if reimbursing an undergraduate student or a graduate student who is not an employee.
  - With your expense report or Expense Reimbursement Form if reimbursing a graduate student employee.
  - To the Disbursement Center if documenting the business nature of a PurCard expense with the PurCard journal.

**PART I**

\_\_\_\_\_  
Student Name (Last, First)

\_\_\_\_\_  
PurCard Journal ID (If applicable)

\_\_\_\_\_  
Journal Date

**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.
- 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.

Other University Business

- 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 expense 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 expense 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.*
- Actual expenses being paid directly or reimbursed to a student for an educational activity that is not required for degree completion. There may be tax implications for the student depending on the total amount of reimbursements processed for or paid on behalf of a student during a tax year, requiring an IRS 1099 Misc to be generated. *On the accompanying check request, expense report, or expense reimbursement form, explain the duties the student was required to perform*
- 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 Supervisor

\_\_\_\_\_  
Supervisor's Phone Number

\_\_\_\_\_  
Supervisor's E-mail Address

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Additional information and instructions available at [www.uvm.edu/sfs/paymentstostudents](http://www.uvm.edu/sfs/paymentstostudents)

Disbursement Center • Student Financial Services

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