

UNLV Student Travel Certification

This certification must be completed and certified by a UNLV faculty member or a Principal Investigator (PI) if payment is made from a grant. Please see Instruction Page for additional info.



Student Name: _____ Trip Destination: _____

NSHE ID: _____ Trip Dates: _____

Business Purpose: _____

I certify that this student expense reimbursement:

- is required for degree or credit, or may otherwise impact a student's grade, or
- furthers the student's education or training, or
- contributes to the development of the skills needed in the student's studies.

NOTE: If any of the above three boxes are checked, please submit request on the *Participation Support, Stipend & Reimbursements Award Roster* to the Financial Aid and Scholarships Office.

I certify that this student expense reimbursement:

- directly supports my project or research program, or
- is related to presenting my project or research at a conference (conference publication listing student is required), or
- is related to attending a conference for a university student group (i.e. student government organization, registered student organization, etc.), or
- is for participation in a competition on behalf of the University (i.e. debate team, performing arts, sports team travel, etc.).

NOTE: If any of the above four boxes are checked, please submit on a *Supplier Invoice Request*.

If travel is directly related to a student employee's work, then submit on an *Expense Report*.

Attach this Certification and supporting materials to payment document. Supporting materials include printed conference or event agenda, acceptance or award letter, official flyer, email invitation from vendor, and related receipts.

Faculty/PI Name: _____

Faculty/PI Signature: _____

Date: _____