

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Member/ PI/ Administrator – Name: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by Student**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Undergraduate Student

Graduate Student

Destination: \_\_\_\_\_

### Processing ^ D Student Travel Payments

d Z ^ š μ v š CE š ] ( μ • ] š ] } v r Z } CE š ( ) CE š À u o v š • % Z CE % } • ( ) CE š Z  
• š v š - • š CE À o X d Z ] v ( ) CE u š ] } v % CE } À % % CE } % • CE ] š CE š u CE u š ] v š  
( š Z š CE À o X CE CE ] w š CE • u v š X ] } v š u CE u ] } v • r Ç r • ] • X  
Student travel % Çments are of a c

v The • š μ ] v š ( ) ] CE o % CE • ^ D š ] v Z ] % CE š ] v P % š ] μ % š ] š CE } μ %  
š ] À ] š Ç X

v d Z • š v š % CE • v š ] v } P ( CE Á Z ] CE % CE • ^ D š ] X P

v d Z • š μ v š CE • ] • CE o š } CE • CE v Z ^ D h ] CE CE • CE CE } i š W  
P ] CE š μ % % Z CE š • μ o š Ç I W CE Á v • ] P % š CE } CE • CE % CE } P CE u  
P } v CE ] μ š • š } CE • μ o š • } CE o CE • CE Ç Z ^ D Z š  
P & μ o ( ] o o • ^ D h - • } v o ] ] P š Ç ] } w ] š } P P v Ç

x Student travels to % CE ( ) CE CE CE ( • ) CE ] • • CE CE š ] š v Z CE š } • v } š CE • CE Z š Z  
h v ] Á CE • ] š Ç Á } μ o } š Z CE Á ] • } v μ š U v š Z • š μ v š - • ] • • CE š  
( ) CE š Z š CE À o X ~ d Z • š μ v š ] • š Z % CE ] u CE Ç v ( ) ] CE Ç X •

x Student travels t } } v ( CE v ] v D Æ ] } • v š š % CE • w š } CE • v } š  
} v š CE ] μ š ] v v } ( ( ] ] o % ] š Ç } v Z o ( ) ( ^ D h X

x Student travels to : % v ( ) CE o š CE μ v ] v P š Z š Á ] o o • • ] • š ] v š Z • š μ v š  
% CE } ( ] ] v Ç v ( ) CE Z ] • } CE Z CE P CE ( CE } u ^ D h X d Z ] • ] • • μ  
Z o % š Z • š μ v š • μ U μ š ] • v } š CE < μ ] CE % CE š } ( š Z P