

Student Certificate for Authorized Expense

Please note: As of March 2019, the Student Certification process is completed directly within the Expense Requests System and this form is no longer required to attach to the reimbursement request. Schools and units may continue to use this form to facilitate and document the certification process locally as needed.

I certify that these expenses (check all that apply):

- Directly support faculty member's project or research program
- Are related to presenting at a conference (a photocopy of the conference program indicating the traveler is a speaker/presenter is required)
- Are an integral part of this student's degree work (does not apply to post docs)
- Are directly related to the student's employment at the University

Note: Any student travel related expenses that do not meet the above certification criteria should be submitted through either Graduate Financial Support (GFS) for graduate students and post docs, or through the Financial Aid Office for undergraduate students.

Business Purpose

WHO Please print the name(s) of the student(s) being reimbursed or benefiting from the expense

WHAT Explain the activity/circumstance that resulted in the expenditure

WHERE Give the location of the activity (to/from destinations, restaurant or conference facility name/city, etc.)

WHEN Indicate the date or inclusive dates the activity took place

WHY Describe the benefit of the activity to Stanford

Expense Requests transaction number:

Resources:

- [Stanford Administrative Guide 5.4.2: Business and Travel Expenses](#)
- Graduate Students and Post Docs
 - [Processing Fellowship Payments](#)
 - [GFS Policy Manual](#)
- Undergraduate Students
 - Financial Aid Office: financialaid@stanford.edu

Stanford Faculty Member Signature

Date Signed

Department of Energy Resources Engineering
Travel Fund Application

Date of Application: _____

Name of Applicant: _____

Destination: _____

Dates of Travel: _____

Conference Name / Purpose of Travel:

Title of Project or Paper:

(Attach abstract of project or paper, and copy of acceptance, if applicable.)

Preliminary Budget Information

Enter estimate amount you would like to request for each category:

❖ Round-trip Air From: _____ To: _____ \$ _____

❖ Lodging City: _____ # Nights _____ \$ _____

*Shared rooms are required, when possible.

❖ Conference Registration \$ _____

❖ Food # Days _____ \$ _____

❖ Other: _____ \$ _____

Total Requested \$ _____

Signature of Finance Manager: _____ Date: _____

(Yolanda Banks / Thuy Nguyen)

PTA: _____