Student Reimbursement Checklist

**Section 1: University Business**

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| --- | --- | --- |
| **Question** | **Yes** | **No** |
| Is the student presenting at a conference or event on behalf of the university? |  |  |
| Is the student formally affiliated with the university during the event (e.g., enrolled, employed)? |  |  |
| Is the work being presented conducted under the direct supervision of a faculty member or PI? |  |  |
| Did a faculty member or PI arrange or facilitate the opportunity? |  |  |
| Will the results of the work be used directly by the university (e.g., for reports, research, or projects)? |  |  |
| Is the travel supporting university-funded research or institutional initiatives? |  |  |

*If most answers in this section are “Yes,” the travel may be classified as University Business.*

*\*If the answer is “Yes”, please send documentation that supports it is primarily for the benefit of university.*

**Section 2: Student Education**

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| --- | --- | --- |
| **Question** | **Yes** | **No** |
| Is the travel or expense a course requirement or recommended as part of the curriculum? |  |  |
| Is the student attending solely to observe or learn, not to represent the university? |  |  |
| Was the event independently selected by the student? |  |  |
| Is there no direct involvement or sponsorship from university faculty or staff? |  |  |
| Is the work primarily for the student’s academic development or career goals? |  |  |

*If most answers in this section are “Yes,” the travel may be classified as Student Education.*