

**The University of Alabama
Department Certification Statement
for University Business Expenses
Student Reimbursement**

Student's Name:

Student ID Number:

Date(s) Expenses Incurred:

Description of Expense:

The attached student expense reimbursement is submitted as a business expense of the University for the following reason(s) – check all that apply:

- The expenses were necessary to further a department research project or a University contract/grant project under my direction.
- The student attended a conference/event to officially represent the University at my request.
- The expenses were necessary departmental operating supplies or business entertainment.
- Other (explain)

I certify that the foregoing is an accurate description of the primary reason that the attached expenses were incurred, to the best of my knowledge and belief.

Authorized Signature*

Date

Print Name* & Title*

****This certification statement is to be signed by the project director, manager, department head, dean or authorized faculty member who requested the student to incur the attached expenses on behalf of the University.***