**Nazareth College**

**Graduate Student Professional Development Awards**

**Certification Form**

***Within ten days of the completion of your travel,*** *this form, Student Travel Expense Form, Student Payment Check Request Form and* ***original receipts*** *must be submitted to Debbie Mathewson in the Office of Research, Scholarship, and Innovation to ensure reimbursement.*

**CERTIFICATION STATEMENTS**

By signing below, I certify:

* I personally incurred the expenses requested for reimbursement.
* The accompanying reimbursement is true and accurate to my knowledge.
* The submitted receipts are the originals.
* The expenses are not covered by another entity or award.
* I understand this may be taxable income and I may receive a 1099 form.
* Gasoline and fuel reimbursements are for travel in my personal vehicle related solely to the approved travel award.

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Printed Name

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Signature Date