



**Nazareth College
Graduate Student Professional Development Reimbursement
Awards**

Certification Form

(Please print, sign and submit with receipts)

*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 (GAC 208) 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.
- ◆ Fuel and toll reimbursements are for travel in my personal vehicle related solely to the approved travel award.

Printed Name

Signature

Date