



## Sample Template for Student/Non-employee Business Expense Certification

<b>Student/Non-employee Name:</b>	
<b>Dates of Expense:</b>	
<b>Business Purpose:</b>	
<b>Section I or II to be completed by University Faculty Member or Other Authorized Mason Employee (check one):</b>	
<b>Section I, Required Course Costs - I certify that this expense may be excluded from income because the recipient is a candidate for a degree, and:</b>	<b>Check one</b>
a. The expense is for tuition and fees required for enrollment or attendance at an educational institution	<input type="checkbox"/>
b. The payment or reimbursement is by Mason for Mason course-related travel expenses or other Mason course-related expenses, where such expenses are necessary in delivering the Mason course and are budgeted as part of the course cost.	<input type="checkbox"/>
<b>Section II, Business Expense Reimbursements - I certify that this student/non-employee expense is in direct support of University business because:</b>	
a. The expense is appropriate to charge to a faculty member's grant funds or to other departmental funds; or	<input type="checkbox"/>
b. Expenses are incurred in the course of activity where the purpose and original intent is for the University to obtain useful results from the project/research; or	<input type="checkbox"/>
c. Expenses are incurred in the course of activity where results or research will be used by the University; or	<input type="checkbox"/>
d. Expenses are incurred in the course of research or other activity performed to fulfill University's obligations to an outside funding entity; or	<input type="checkbox"/>
e. Expenses are incurred in the course of activities that advance research or scholarship supported by a Mason department or being undertaken by a PI.	<input type="checkbox"/>
<b>Certification by University Faculty Member or Other Authorized Mason Employee:</b>	
<b>Printed Name:</b>	
<b>Signature:</b>	<b>Date:</b>

