



Division of Administration and Financial Services
Accounts Payable/Travel Operations Department
P.O. Box 6808
Fullerton, CA 92834-6808

Statement of Certification for Students Receiving University Funds for Travel

(STUDY ABROAD/EXCHANGE STUDENTS DO NOT NEED TO COMPLETE THIS FORM)

Instructions: Students must complete this form prior to departure date in order to be reimbursed for travel expenses or if travel is paid by the University including CSUF ASC, CSFPF and ASI. Attach this approved form to a Travel Authorization.

Refer to the Accounts Payable / Travel Operations website for additional forms required (http://finance.fullerton.edu/Controller/Travel/StudentTravel.aspx).

Students traveling for University sponsored meetings, conference, or events require a Directive 11 http://finance.fullerton.edu/Procurement/Directive11/

For Academic Field Trips, refer to the Academic Field Trip Guidelines for the procedures and required forms http://riskmanagement.fullerton.edu/RiskManagement/AcademicPrograms/AcademicFieldTripGuidelines.aspx

Type of Student: [] Currently a University Student Employee [] Currently not employed by the University

I certify, under penalty of perjury, that the primary purpose of _____'s, (STUDENT'S NAME)

a currently enrolled student at California State University, Fullerton, travel to:

(LOCATION - INCLUDE CITY, STATE AND COUNTRY)

from _____ to _____ is in support of a University program, research project, unit, or

department.

FACULTY/STAFF (SIGNATURE)

FACULTY/STAFF (PRINT NAME - LAST, FIRST)

DATE

EXTENSION

STUDENT (SIGNATURE)

STUDENT (PRINT NAME - LAST, FIRST)

DATE

PHONE NUMBER