**Appendix B - Sample Template for Student/Non-employee Postdoc Business Expense Certification**

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| **Student/Non-employee Postdoc Name:** | | | |
| **Dates of Expense:** | | | |
| **Business Purpose:** | | | |
| **Section I or II to be completed by University Faculty Member or Other Authorized Harvard Employee (check one):** | | | |
| **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:** | | | |
| * + - 1. The expense is for tuition and fees required for enrollment or attendance at an educational institution, or for fees, books, supplies, and equipment required for courses of instruction; or | | |  |
| * + - 1. The payment or reimbursement is by Harvard for Harvard course-related travel expenses or other Harvard course-related expenses, where such expenses are necessary in delivering the Harvard course and are budgeted as part of the course cost. | | |  |
| **Section II, Business Expense Reimbursements - I certify that this student/non-employee postdoc expense is in direct support of University business because:** | | | |
| * + - 1. The expense is appropriate to charge to a faculty member’s grant funds or to other departmental funds; or | | |  |
| * + - 1. 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 | | |  |
| * + - 1. Expenses are incurred in the course of activity where results or research will be used by the University; or | | |  |
| * + - 1. Expenses are incurred in the course of research or other activity performed to fulfill University’s obligations to an outside funding entity; or | | |  |
| * + - 1. Expenses are incurred in the course of activities that advance research or scholarship supported by a Harvard department or being undertaken by a PI. | | |  |
| **Certification by University Faculty Member or Other Authorized Harvard Employee:** | | | |
| **Printed Name:** |  | | |
| **Signature:** |  | **Date:** | |