Student Expense Confirmation

As per section 24.2 of the Travel Policy, this form is to be used by faculty/staff members for verification of travel expenses being claimed on behalf of students.

Expense Details

Purpose and duration of the trip:

Name of Student*	Type of Expenses Covered	Signature

**If the number of students exceeds 10, please attach a list on a separate sheet of paper*

Authorization

☐ I certify that I have paid travel expenses on behalf of the student(s) listed above

Faculty / Staff Name

Signature

Department

Date

Send this completed form with your TRAVEL EXPENSE CLAIM or PERSONAL REIMBURSEMENT to Accounts Payable accpay@unb.ca

University of New Brunswick, Accounts Payable | 8 Bailey Drive, Room 001 | Fredericton, NB | E3B 5A3