



**Participant support certification**

This form documents the non-compensatory nature of participant payments made to or on behalf of participants in a conference, seminar, symposia, workshop or other short-term training or information-sharing activity. Participant expenses are incurred solely to fulfill the goals of a specific project. Participant expenses are usually travel costs associated with attending conferences, seminars, symposia, workshops or other short-term training or information-sharing activities.

Participants are not required to perform services other than attending and being engaged in the event or activity. Participants may be trainees where the participant is the primary beneficiary of the event or activity, instead of ASU or a third party. Trainees are distinct from interns in that interns provide services to ASU or a third party and must be paid through the ASU payroll system.

ASU employees who are participants must be paid any participant stipend through the ASU payroll system unless the employee is a student or graduate and is not employed by the same department paying the support. For assistance in determining what constitutes services, please review the guidelines provided by ASU Financial Services in the [stipend guide](#) and [FIN 422-01](#).

\_\_\_\_\_  
Participant's name

\_\_\_\_\_  
Supplier number or ASU ID

\_\_\_\_\_  
Stipend amount

\_\_\_\_\_  
Mailing address for payment

\_\_\_\_\_  
Reimbursement amount

Will the individual be physically present in the U.S. during this program or activity?

- Yes.
- No. Please provide the country where the individual will be participating: \_\_\_\_\_

If the individual will be in the U.S., are they considered a resident for U.S. tax purposes? This includes U.S. citizens, permanent residents and individuals who have passed the Internal Revenue Service substantial presence test.

- Yes.
- No. Attach the Alien Data Collection form with the associated attachments or a current Glacier summary if the individual has an active ASU Glacier account. \*

\*Participants in the U.S. during the program or activity may have up to 30% of their participant support withheld and remitted to the IRS. This withholding will be reflected on a 1042-S IRS form issued following the end of the calendar year.

**Participation certification**

I certify that the above information is true and accurate to the best of my knowledge, and I am not required to perform services as a condition of receiving this payment.

\_\_\_\_\_  
Participant signature

\_\_\_\_\_  
Date



## Participant support certification

### Department certification — to be completed by an authorized departmental representative

This payment is for a stipend or expense reimbursement to a participant who is not an ASU employee in a project where no services — including research-related services — are required to receive payment in connection with the activity.

\_\_\_\_\_  
Department

\_\_\_\_\_  
Department representative's name\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*The department representative should be the principal investigator or cost center manager.