

Family Travel Substantiation

This form is to be completed by the employee and kept on file by the department for all instances of family travel. A copy of this form must be provided upon request for internal or external audit purposes. **Additionally, before traveling, a copy must be sent to Regulatory Accounting at C-233 ASB or familytravel@byu.edu.**

Employee Name:	University ID No:
Family Member(s):	Destination:
Relationship(s):	Travel Dates:
Family Travel Expense(s):	Travel Authorization No: TA

When the University pays for a family member to accompany a University employee on travel, the Internal Revenue Code requires that the family member’s travel be reported as income to the employee unless the employee reimburses the expenses or the family member’s travel has a substantiated “bona fide business purpose”. Department approval, complying with other University policy, or being of benefit to the University do not necessarily establish a business purpose. **The Tax Office will determine whether a bona fide business purpose exists and the taxability of the family travel.**

A bona fide business purpose is established when necessary services are performed by the accompanying family member, such as: foreign language translation, operating a trade show booth, providing assistance to a disabled employee, and providing required technical and administrative support. However, helpful services, incidental functions, and social reasons do not create a business purpose, including hosting or attending social functions even if it is customary or intended for spouses to attend. One rule of thumb is to ask whether the University would have sent another employee to fulfill the same functions had the family member not accompanied the University employee.

1. Does the University employee believe the family member have a bona fide business purpose for accompanying them?
Yes, skip question 2 and describe the business in question number 3
No, answer question number 2

2. Has or will the employee reimburse the University for the family member’s travel costs within 60 days after the conclusion of the travel?
Yes, please attach a copy of the reimbursement or other documentation.
No, the family travel costs will be added to the employee’s taxable wages and additional payroll taxes will be withheld over two paychecks (unless the employee arranges otherwise with the University Tax Office). The Tax Office will send an email to inform the employee when the travel cost will be added to their taxable wages.
***Please provide the University Employees Email:** _____

3. Describe the family member’s bona fide business purpose or substantiate employee reimbursement as applicable, attach extra pages as necessary.

Signatures:

Department Controller: _____ Date: _____

Dean/Chair/Director: _____ Date: _____

Employee Signature: _____ Date: _____

Please contact the University Tax Office at 422-8098 with questions regarding this form or determining business purpose.