**Student Reimbursement Form**

Please print out this Student Reimbursement Form and complete the fields below! All fields on this form must be completed. *If the instructions below are not followed, your reimbursement will* ***not be processed.***

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| Name: | UNCG ID Number: |

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| UNCG Employee: Yes\_\_\_\_\_ No\_\_\_\_\_ |
| Address (MUST Include the City, State, and Zip Code): |
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| Phone Number: |
| Email Address (MUST be a uncg email address): |
| Department: |
| Administrative Assistant Name: |
| Contact Number: Email: |
| Descriptive Information about activity:  Who:  What:  When:  Where:  Why: |
| Please select the fund from which you are requesting reimbursement:  Professional Development Fund: \_X\_\_ Research Travel Grant: \_\_\_\_\_ Thesis/Dissertation Fund:\_\_\_\_\_ |
| Event Location: |
| Total Amount Requested for Reimbursement: $\_\_\_\_\_\_.\_\_\_\_ (cannot exceed $500) |
| \*Select One:  \_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Legal Permanent Resident (attach copy of I-551)  \_\_\_\_\_ Non-Res Alien (attach form NRA001 w/supporting documentation) |
| Student Status Waiver  I have read and I understand the student status requirement as described in the Funding Guidelines. I attest I have been accepted to The Graduate School and I am enrolled in graduate-level classes at UNCG during the semester of the activity for which I am seeking reimbursement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature Date |
| Approval of GSA Officer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

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| Checklist  \*Please make sure you have included everything on this checklist before submitting your paperwork to GSA. |
| 1. OPTIONAL: Fill out [**TRV-1**](https://cap.uncg.edu/wp-content/uploads/2022/10/TRV-1-Form_FINAL_2021rev.pdf) Form Correctly and Fully  (please watch video above on how to complete this file and look at the sample TRV-1 form before completing yours) — [Found in Funding Forms tab](https://graduatestudentassociation.uncg.edu/funding-forms/) 2. Attach an email in PDF form from your advisor/supervisor saying that they have **pre-approved your travel and the business purpose** of the attendance of the conference. 3. **Receipt of Conference (itemized)** (registration, food, travel, hotel, etc.) All applicants must have the conference registration receipt along with the other receipts/ estimated costs. If you have *not attended* yet you must have *estimated costs*to justify the amount of funding requested.  *\*GSA cannot reimburse for membership costs.* 4. **Signed Letter of Support** from your faculty advisor 5. Direct comparison of why flying was cheaper than driving (or driving was cheaper than flying) 6. **Proof**: Conference Schedule/at a glance/ Thank you for attending email/etc. 7. **Citizenship:**If you are NOT a US Citizen: Please submit which form is appropriate for your situation: [NRA001](https://cap.uncg.edu/wp-content/uploads/2022/09/NRA001-Foreign-Visitor-Form-Rev-04-2022.pdf), NRA002 or I-551 form. 8. **Presentation abstract** (if not presenting, please have advisor directly say what the business purpose of your travel was at this conference). |
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On this page, please provide a brief explanation of your project and how it benefits the school and your education:

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