**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):  |
|   |
| 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 WaiverI 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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