**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.***

Once complete, attach your **ORIGINAL** receipt- copies will not be accepted- using **tape** on the back in order of date (**PLEASE DO NOT STAPLE YOUR RECEIPTS!**) Return this form to the GSA mailbox in the Campus Activities & Programs Office (office is located on the 3rd floor of the Elliott University Center).

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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: \_\_\_\_\_ Research Travel Grant: \_\_\_\_\_ Thesis/Dissertation Fund:\_\_\_\_\_ |
| Event Location: |
| If Food-Related, Number of Attendees (***NEW!***: You are now required to attach a list of all who participated in the event if it is food-related): |
| Total Amount Requested for Reimbursement: $\_\_\_\_\_\_.\_\_\_\_ (cannot exceed $500) |
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| \*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. |
| \_\_\_\_ This form is completed  \_\_\_\_ All original receipts included  \_\_\_\_ Credit Card Statements included  \_\_\_\_ TRV is signed in both places by you AND your supervisor within your department  \_\_\_\_ All reimbursements are on ONE TRV form  \_\_\_\_ Proof of attendance to events  \_\_\_\_ Hotel receipt is a “folio”  \_\_\_\_ If asking for mileage reimbursement, include a flight comparison |
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| **Use *TAPE ONLY* to secure your receipt(s) in this box.**  **If you have multiple receipts, please attach them in date order.**  **You *MUST* include a *detailed* description of each receipt.** |

On this page, please provide a brief explanation of your project and how it benefits the school and your education:

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