

GSA CONFERENCE TRAVEL GRANT EXPENSE REQUEST FORM

TRAVELERS NAME (PLEASE PRINT) : _____
STUDENT ID NUMBER: _____
NAME OF CONFERENCE: _____
TRIP ORIGIN (City & State): _____
TRIP DESTINATION (City & State): _____
TRIP BEGIN DATE: _____
TRIP BEGIN TIME: _____
TRIP COMPLETION DATE: _____
TRIP COMPLETION TIME: _____

EXPENSES	AMOUNT
TRANSPORTATION EXPENSES:	_____
LODGING EXPENSES:	_____
REGISTRATION EXPENSES:	_____
INCIDENTAL EXPENSES:	_____
TOTAL EXPENSES:	_____

FUNDING FROM SOURCES OTHER THAN GSA (INDICATE MATCHING FUNDS, BALANCE OF EXPENSES OR FIXED AMOUNT NOT TO EXCEED)

ADVISOR/CHAIR: _____
DEPARTMENT: _____
CONFERENCE/Other AWARD: _____
FORWARD RECEIPTS TO DEPT: _____

DEFINITIONS:

Transportation Expenses; airfare, vehicle rental w/gas receipts, mileage, bus, taxi/shuttles, trains and parking. (all **original receipts** must show how payment was made ie; cash, check, credit card etc. *Itinerary for airfare must always be submitted along with available boarding passes*)

Lodging Expenses; hotel, motel, boarding houses, dorm rooms, bed & breakfast etc. (**original receipts** must be itemized, show how payment was made and your name indicated)

Registration Expenses; cost to attend a conference (**original receipts** must indicate *registration fees only, no abstract, membership or course registration fees will be considered*)

Incidental Expenses; internet, phone, poster, itinerary changes, printing, abstract, safe fees, bank fees, passport or visa fees, excursion fees, t-shirt fees, books, supplies course fees etc.

Itemized Receipts; **original receipt**, vendor name, address, phone number, date and items purchased

I, THE UNDERSIGNED, DO HEREBY TESTIFY THAT THESE EXPENSES WERE **SUBMITTED WITHIN 7 BUSINESS** DAYS AFTER MY CONFERENCE END DATE UNLESS PRIOR ARRANGEMENTS WERE MADE AND APPROVED BY THE COMMITTEE CHAIR AND THE EXPENSES SUBMITTED REPRESENT MY PERSONAL EXPENSES. AS INDICATED ON MY APPLICATION, I WILL RECEIVE FUNDING FROM OTHER SOURCES WHICH ARE COMPLETELY DIVULGED HERE.

SIGNATURE: _____ DATE: _____