

Today's Date: \_\_\_\_\_

## ENSC mini-GSA Travel Grant Reimbursement Form

*Please fill out this form completely and accurately and hand it upon return from your event*

Name: \_\_\_\_\_ SID# \_\_\_\_\_

Please list your actual expenses:

Accommodation \_\_\_\_\_

Transportation \_\_\_\_\_

Registration \_\_\_\_\_

1. Total amount expended \_\_\_\_\_

2. Total amount of funding received (or will receive) from other sources \_\_\_\_\_

3. Difference of 1 – 2 (above): \_\_\_\_\_

\*\*\*This money may only be used to reimburse travel, accomodation, and associated fees to attend a conference, workshop, other research facility, or other purpose that has an educational component. Items such as food, phone calls, and other incidental expenses will not be covered. In no circumstance will the amount of the award exceed actual expenses incurred. Receipts are required for all reimbursements\*\*\*\*

By your signature below, you certify that all of the information is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only

Amount of Award: \_\_\_\_\_ Approval Signature: \_\_\_\_\_

Mini-GSA co-Chair

Approval Signature: \_\_\_\_\_

Scholarships Committee