

Graduate Student Council of New Mexico State University

Funding Appropriation Form 2016-2017

GSC can provide partial funding for costs associated with research and conference travel. Please fill out this form (**leaving gray boxes empty**) and attach your **cover letter, community service form, letter from advisor, conference program/proof of registration, and receipts for the requested amount**. The cover letter should explain exactly how the funding will be used (airfare, lodging, etc), where you are traveling, what conference/event you are attending, why you are attending, and the dates of your travel. A sample cover letter and detailed instructions are online at <https://gsc.nmsu.edu/funding/>

- **This form must be typed (except for the signatures).**
- **Appropriations cannot be used for food.**
- The GSC will reimburse up to \$400/ individual+\$200/ additional person, maximum \$1000 per funding application.
- Only one application is allowed per conference per GSO...so ask around your GSO prior to submitting!
- Your complete application must be turned in **by the first GSC meeting after the conclusion of your travel or by the second to last GSC meeting** of the semester (whichever is earlier) in order to be eligible for funding.

If you have any questions, contact the GSC Treasurer, Swagotom Sarker <swagotom@nmsu.edu>.

Date Submitted:	Date Received	Date Approved	Research
			GSO

Appropriation for:

Name(s)*:	
e-mail(s)*:	
GSO:	

* If more than one person is applying for funding, please number the entries so that names and email addresses match up. The 1st name listed must match the signature on page two.

Name, date, and location of event:

Itemized budget of costs for which you seek funding (if necessary, include additional details in the cover letter):

Category	Amount (USD)
Airfare	
Ground transportation (explain in cover letter)	
Lodging	
Registration	
Other (explain in cover letter)	
Total Cost	
\$400+\$200/ additional person	
Approved amount	

Are you seeking funds from other sources (ASNMSU, Graduate School, etc) for this event? If yes, explain.

--

Summary of community service:

Event	Date(s)	Hours*

* If more than one person is applying for research funding, enter total number of hours of all applicants for each event.

By signing below, you (and fellow applicants on this appropriation form, whom you represent) agree to individually present your research during the next Graduate Research and Arts Symposium (GRAS, held every spring semester) if you are approved for funding by the GSC.

	Name:	Signature:
You*		
Your Advisor		
GSC President	Tara Young	
Finance Committee Member		
Finance Committee Member		
Finance Committee Member		
GSC Treasurer	Swagotom Sarker	
ASNMSU Comptroller	Taylor Brown	
ASNMSU Fiscal Advisor	Debbie Peel	

* If more than one person is applying for research funding, the name and signature of only the first person listed on the first page of this form are needed. If applying for GSO funding, the name and signature of the contact person are needed.

The Finance Committee will approve or deny your funding application and notify you of their decision by email within 3 weeks of receipt of your application. If your application is approved, the amount of funding you are approved for will be set aside in the GSC account. After completion of your trip and after you attend the 2 required GSC and/or Finance Committee meetings, you must bring all relevant receipts to the ASNMSU Fiscal Advisor or Comptroller in the ASNMSU office on the 2nd floor of Corbett Center. If you turned in all receipts with your application, you still need to speak with the Fiscal Advisor or Comptroller in order for the necessary paperwork to be filed for you to be sent a reimbursement check. If the total amount from your receipts shows that you spent less than 90% of the total amount you indicated on your application, the GSC Finance Committee reserves the right to adjust your request to align with your actual expenses. All funds not claimed by 5pm on 15 June will revert back to ASNMSU. Exceptions are made for summer travel; speak with the GSC Treasurer if you have any questions.

If any of the applicant obligations in this application are deemed non-enforceable, the rest shall remain in full force.