**Reimbursement Intake Sheet**

Date __________

**General information:**

1. Reimbursements will be made to NMSU students and/or NMSU student organizations (SO) only
   - Student club/agency accounts may be reimbursed
   - Foundation indexes for the exclusive use of the SO may be reimbursed
   - SO indexes may be reimbursed only if the index is utilized exclusively by such SO
   - If a departmental index was used or if a PCard was used to pay for the costs, the reimbursement cannot be processed

**Receipts:**

1. DO NOT LEAVE YOUR RECEIPTS WITH ANYONE! PLEASE RETAIN YOUR ORIGINAL RECEIPTS!
2. If any senator or council member asks for receipts, please give them copies
3. Must be paid by the student getting reimbursed and the student’s name must be listed on the Senate Bill or Appropriation
4. Student’s name must appear on the receipt (some exceptions apply for taxis, parking, and fuel)
5. Method of payment must be indicated on the receipt, e.g., cash or credit card with last four digits

**Additional documentation required:**

- Proof of attendance, e.g., badge, certificate of attendance, program or agenda with the student’s name, etc. (an invitation or acceptance letter is not acceptable)
- If you are renting a vehicle or using an NMSU department vehicle for travel, you cannot claim mileage; fuel receipts must be used and are reimbursable
  - a. Foreign travel: All international travel paperwork must be provided as back up to the reimbursement paperwork
  - b. Please provide exchange rates for each day for each receipt
  - c. You may provide a copy of statements for the actual amount posted from your credit card or bank statement for each receipt in foreign currency (The original receipt is also required)
i. Student name must appear on the statement
ii. If reimbursing a SO, the SO name must appear on the statement

**Student information for individual reimbursement:**
(Complete this portion if requesting individual reimbursements)

☐
1. Name must be listed on the senate bill or appropriation
   Senate bill number or name of organization appropriation
   __________________________________________________________
2. Name as it appears on the NMSU database __________________________
3. Aggie ID ______________________
4. Email Address: ____________________________ Telephone Number:
   ______________________
5. Mailing address

6. Do you work for NMSU? (yes or no) __________________________
   a. If yes, do you have direct deposit? (yes or no)____
7. Have you or will you be reimbursed from sources other than ASNMSU for any portion of this trip? (yes or no)____
   a. If yes and you have already submitted the paperwork, please provide the following:
      i. Amount already submitted
      ii. What items were submitted
      iii. Indexes used
      iv. Contact of preparer
   b. If yes and no paperwork has yet been submitted, it is recommended to provide the department contact information to the Fiscal Advisor, Debbie Peel to be able to complete combined reimbursement paperwork

**Student Organization (SO) information for group reimbursement:**
(Complete this portion if requesting a reimbursement to the SO. The SO must have an Aggie ID and a Tax Identification number!)

☐
1. SO must be listed on the senate bill or appropriation
   Senate bill number or name of organization appropriation __________________________
2. SO must be chartered with Campus Activities
3. SO name as it appears on chartering documents
   __________________________
4. Aggie ID (Vendor ID) ______________________
   a. If you don’t know the SO Aggie ID, we can look it up
   b. If you don’t have an Aggie ID, a Vendor Questionnaire must be completed
5. Mailing address (The check will be mailed to this address)
   __________________________________________________________
   __________________________________________________________
# GSC TRAVEL FUNDING CHECKLIST

This is a GSC funding application checklist to ensure that all of the necessary paperwork has been included in your application. Applicant(s): please initial by each requirement as you have added it to your application in this order. Finance Committee members reviewing the application: please initial by each requirement as you go through the application during the Finance Committee meeting.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Applicant(s) Initials</th>
<th>Finance Committee Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cover letter explaining:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- when and where you are traveling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- What and why you are attending/presenting at the conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- how the money will be used (e.g. airfare, hotel)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- breakdown of costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Funding Appropriation Form with names and signatures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Proof of community service hours INCLUDING contact information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A letter of recommendation</strong> (from and adviser or department chair for each of the applicant/as a group)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Proof of conference registration</strong> (registration receipt, acceptance of presentation/talk/poster if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Proof of travel costs</strong> (receipts of airfare if applicable, estimates of ground transportation-gas [$0.56/mile], taxi/bus fares, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Proof of lodging costs</strong> (hotel receipts or hotel room estimates if no receipts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attendance</strong> (Attended at least 2 GSC and/or Finance Committee Meetings within the same semester as travel)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------------------------------</td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>
Date: X’ September 20YY

Dear Graduate Student Council,

I/We am/are applying for funding to attend/present the 20YY ABCD meeting in Philadelphia, PA from October XX-ZZ. My/Our request includes the conference registration fee, Y nights of hotel accommodations, and airfare to and from the conference, and luggage fee. At this conference, I/We will be presenting (a) poster(s)/talk(s) entitled “……………………………” detailing the results of my research in MS/PhD. It will beneficial to ……………….. .

<table>
<thead>
<tr>
<th>Description of the cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare from El Paso, TX to Philadelphia, PA</td>
<td>$N</td>
</tr>
<tr>
<td>Luggage Fee</td>
<td>$N’</td>
</tr>
<tr>
<td>Lodging (Y nights at $xx.00/night)</td>
<td>$Y*xx</td>
</tr>
<tr>
<td>Conference Registration Fee</td>
<td>$Yy</td>
</tr>
<tr>
<td>Road Transport</td>
<td>$zz</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$XYZ</strong></td>
</tr>
<tr>
<td>Total requested (Based on the GSC form - below)</td>
<td>$xyz</td>
</tr>
</tbody>
</table>

Thank you.
Abc, def, ghi, ..... 
MNOP Grad Student Org., NMSU

[It is always advised to draft your own cover letter based on your application for the refund and appropriately change/restructure this form within one page.]

ASNMSU Bill No.____________________
Graduate Student Council of New Mexico State University

Funding Appropriation Form 2018-2019

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, Raksha Gala<gsctreasurer@nmsu.edu>.

<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th>Date Received</th>
<th>Date Approved</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Ground transportation</td>
<td>explain in cover letter</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>explain in cover letter</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
<th>Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1st Applicant *
2nd Applicant *
3rd Applicant *
4th Applicant *
5th Applicant & more*
Advisor of 1st applicant*
Advisor of 2nd applicant*
Advisor of 3rd applicant*
Advisor of 4th applicant*
Advisor of 5th and other applicant(s)*
GSC President Tara Young
Finance Committee Member
Finance Committee Member
Finance Committee Member
GSC Treasurer Raksha Gala
ASNMSU Comptroller Robert Escojeda
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.