



**Please read carefully:**

### Purpose & Funding Amounts

The Graduate Student Council (GSC) offers partial reimbursement to graduate students, helping to defray travel costs associated with presenting their work at national and international conferences.

- **Individuals:** Up to **\$750**
- **Groups:** Up to **\$1,250** per group (with a maximum of \$250 for each additional individual)

### Eligibility Requirements

Before applying, students must meet the following requirements. These will be verified by the GSC Executive Team.

- **GSO Membership:** Must have proof of active membership in a registered Graduate Student Organization (GSO).
- **Community Service:** Must have proof of at least **one (1) hour** of community service.
- **GSC Meeting Attendance:** Must have proof of attendance at a minimum of **two (2) GSC general meetings**.

### Required Application Documents

A complete application packet must contain all the following documents:

#### 0. Reimbursement Interest (Form 0)

- This form must be completed and signed. This form will determine your eligibility. If you are eligible, your funding will be subject to approval through the council. This process is a formalization; without it, you cannot proceed to the next phase of the reimbursement process.

#### 1. Cover Letter (Form 1)

- A letter describing the following. How the funding will be used (e.g., airfare, lodging). The travel destination. The name of the conference. The purpose of the trip. The dates of travel.
- A template will be provided by the GSC, which is free to modify to absorb all the required information necessary.

#### 2. Community Service Hours (Form 2)

- A signed form certifying the completion of at least one (1) hour of community service. The GSC Executive Team will verify this submission against the hours logged in Crimson Connection.

#### 3. Letter of Recommendation (Form 3)

- A letter from your faculty advisor confirming your travel and participation. The letter should support the details in your cover letter, such as the conference name, location, and the fact that you will be presenting. A template is available, but a personalized letter on department letterhead is highly recommended.

#### 4. Proof of Conference Attendance (Form 4)

- Provide **three (3) proofs** of your attendance.
- Examples: Conference agenda, a photo of you at the conference, or a photo of your name tag.

## **5. Proof of Conference Registration (Form 5)**

- A form to upload your official proof of conference registration. This document (such as a paid receipt or confirmation email) must clearly show your full name, the name of the conference, and the registration fee that was paid.

## **6. Receipts (Form 6)**

- This form must be used to itemize all receipts for airfare, lodging, and other transportation.
- **Receipt Rules:**
  - Receipts must be **actual receipts**, not booking confirmations.
  - Receipts must show the **last four digits** of the card used.
  - **Cash payments will not be reimbursed.**
  - **Gas:** Reimbursed at **\$0.625/mile** with a provided map estimate.
- **In addition to the receipts, a bank statement is required.**

## **7. Proof of GSO Membership (Form 7)**

- A completed form with a screenshot of your GSO roster from Crimson Connection.

## **8. Agreement to Present at GRAS/RCW (Form 8)**

- A signed agreement to present at the next GSC Graduate Research and Arts Symposium (GRAS) or Research and Creativity Week (RCW).

## **9. GSC Funding Approval Memo (Form 9)**

- This letter will be drafted by the GSC Treasurer and will be signed by the Treasurer after the Council has approved the funds. This approval memo may be required for the ASNMSU Finance Committee if the student is also pursuing funding through ASNMSU.