

TDF Application and Award

In order to receive a TDF Award you should submit the following information:

Submit a letter of application

1. Name
2. Address (where to send the reimbursement check)
3. Phone number
4. Email address
5. Student ID #
6. A summary or abstract of your thesis or dissertation
7. Name of your dissertation chair or thesis advisor
8. Name of your academic department

Include the following information pertaining to expenses:

9. Original receipts and proof of payment (i.e. credit card statement, copies of both sides of your cashed check, etc.)
10. A typed, itemized list (description of each expense) of all attached receipts/proof of payment, your signature, your professor's name, signature and date of signature
11. Complete a TRV form (see instructions and TRV example below)
12. Sign and date all forms
13. Photocopies of ALL paperwork (receipts, itemized list, TRV)
14. Please do not send TRV-01 form to the Accounting Office. We must process it through the GSA office.

Reimbursement Information

All funds are on a first-come basis, and only applications with actual receipts and completed paperwork will be considered for reimbursement. Applications will be accepted until the funds are depleted.

You will only be reimbursed for receipts following the start of the Fall semester through the conclusion of the academic year. This is the policy of the University Accounting Office, and only applies to TDF funding.

Only expenses specific to your research will be considered for reimbursement. Textbooks, generic software packages, etc. are not eligible. This award is intended to offset direct expenses such as copying costs, paper, mailing, thesis/dissertation binding costs, etc.

Expenses for gifts, food or any other type of reimbursement to subjects will NOT be considered for reimbursement.

Only original receipts complete with the name of the business, cost of the service, and date will be accepted. If traveling by air, the original cardstock airline receipt (or boarding pass) must be submitted.

Reimbursement for travel and research expenses must comply with UNCG policy and procedures for travel; note that only specific car rental companies are considered. See http://fsv.uncg.edu/policiesandprocedures_travel/policiesandprocedures_travel.html

TRV Information (See sample TRV on next page)

1. Complete ONLY the section labeled “Travel Authorization” of the enclosed *Travel Authorization/Expense Report* (TRV-01) and sign the bottom of the form.
 - a. We realize a TDF application is usually unrelated to actual travel. Therefore,
 - i. Under "Destination" please write *N/A*,
 - ii. Under "Purpose" please write *Thesis/Dissertation Research*
 - iii. Under "Estimated Cost of Trip" please *estimate* the cost of your dissertation or thesis to the best of your ability.
 - iv. Do not fill in the “Travel Advance” or “Reimbursement” sections
 - v. Sign the top signature line on the left and have your advisor sign the top right.
 - b. In the block labeled “Address”, print your FULL mailing address
 - i. Include street, city, state, and **ZIP** Code.
 - ii. **You will receive your check at this address.**
 - iii. If you do not print your full mailing address, GSA will refuse reimbursement.
 - c. In the block labeled “UNCG Employee?”
 - i. If you work for UNCG (Fulltime, Part time, Student or Temporary) and receive a check through the UNCG payroll system: mark “YES”.
 - ii. ANY doubts, mark “NO”.
 - d. Indicate your student and citizenship status in the appropriate boxes
 - e. Sign your name in the signature line appearing in the top left and bottom left corner of TRV-01.
 - f. Obtain a dated signature from your chair/advisor.
2. Make copies of the following:
 - a. All original receipts/proof of payment for which you seek reimbursement
 - b. Completed TRV-01 form, including dated signatures.
3. Submit the following documents to GSA Vice-President of Finance:
 - a. Original TRV-01
 - b. All original receipts/proof of payment
 - c. Photocopy of completed TRV-01
 - d. Photocopies of all receipts/proof of payment.
4. Send documents to:

Vice President of Finance, GSA
222 U EUC
University of North Carolina Greensboro
Greensboro, NC 27402

SAMPLE TRV FOR THESIS/DISSERTATION FUNDS

The University of North Carolina at Greensboro																																																																																																																																																																							
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<p>I understand that any advance made by the University is a loan and that I am personally responsible for all monies advanced to me. If I do not repay the advance immediately, I understand that I have up to ten days following the submission of this form to substantiate the advance by completing and submitting receipts. In the event I fail to repay the advance amount of the advance from the next salary check.</p> <p>I approve this travel, including the amount to be advanced; I approve lodging, meals (for out of country travel only) in excess of the personal vehicle and /or airport parking for the trip as a necessary University expense.</p> <p>(Please do not use phrases that are not approved)</p>																																																																																																																																																																							
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Reimbursement Checklist

USE THIS CHECKLIST TO ASSURE TIMELY AND ACCURATE REIMBURSEMENT.

Did you...

1. Include typed list of expenses, with your dated signature, your dissertation chair or thesis advisors' name (typed) and dated signature, and all original receipts for listed expenses?
2. Complete, sign, and date the TRV-01?
 - a. Print full mailing address (street, city, state, ZIP Code)?
 - b. Write *N/A* in "Destination" block?
 - c. Write *Thesis/Dissertation Research* in "Purpose" block?
 - d. Write submitted cost of thesis/dissertation in "Estimated cost of trip" block?
 - e. Indicate your employee, student and citizenship status in the appropriate spaces?
 - f. Have your advisor sign the form?
 - g. Sign and date TRV-01 at bottom left corner of page and the top left of the page?
3. Submit original TRV-01 form
4. Copy of completed TRV-01
5. Submit original receipts and proof of payment
6. Submit copies of original receipts/proof of payment