**Student Reimbursement Form**

Please print out this Student Reimbursement Form and complete the fields below! All fields on this form must be completed. *If the instructions below are not followed, your reimbursement will* ***not be processed.***

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| Name: | UNCG ID Number: |

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| UNCG Employee: Yes\_\_\_\_\_ No\_\_\_\_\_ |
| Address (MUST Include the City, State, and Zip Code):  |
|   |
| Phone Number: |
| Email Address (MUST be a uncg email address): |
| Department: |
| Administrative Assistant Name:  |
| Contact Number: Email:  |
| Descriptive Information about activity:Who:What:When:Where:Why: |
| Please select the fund from which you are requesting reimbursement: Professional Development Fund: \_X\_\_ Research Travel Grant: \_\_\_\_\_ Thesis/Dissertation Fund:\_\_\_\_\_ |
| Event Location: |
| Total Amount Requested for Reimbursement: $\_\_\_\_\_\_.\_\_\_\_ (cannot exceed $200) |
| \*Select One:\_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Legal Permanent Resident (attach copy of I-551)\_\_\_\_\_ Non-Res Alien (attach form NRA001 w/supporting documentation) |
| Student Status WaiverI have read and I understand the student status requirement as described in the Funding Guidelines. I attest I have been accepted to The Graduate School and I am enrolled in graduate-level classes at UNCG during the semester of the activity for which I am seeking reimbursement. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Signature Date |
| Approval of GSA Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

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| Checklist \*Please make sure you have included everything on this checklist before submitting your paperwork to GSA.  |
| \_\_\_\_ This form is completed \_\_\_\_ All original receipts included\_\_\_\_ Credit Card Statements included\_\_\_\_ Proof of attendance to events |
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On this page, please provide a brief explanation of your project and how it benefits the school and your education:

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