



Graduate Student Travel Fund
 4400 University Drive, MS 3A2, Fairfax, Virginia 22030
 Email: gstf@gmu.edu Website: gstf.gmu.edu

GSTF Reimbursement Request Form

Instructions

Please make sure your provided address is where you wish to receive your reimbursement check.
 For tax purposes, it is imperative that you indicate your immigration status. GSTF will only reimburse the amount for which there are **original, itemized receipts**. If your total reimbursement falls below the awarded dollar amount, GSTF cannot reimburse the difference.

You must print this form, sign it, and submit it along with your original conference registration or professional membership receipt. The receipt must include your name, method of payment, and reflect a \$0 balance. The signed form and receipt must be emailed to gstf@gmu.edu. All reimbursement requests should be submitted by **May 15, 2021**. Requests submitted after this time frame will NOT be processed.

Keep a copy of this form and all submitted materials for your records.

STUDENT INFORMATION: G Number: Phone: Email: Address:	CITIZENSHIP / RESIDENCY STATUS: US Citizen / Permanent Resident: Non-Immigrant Visa Holder: Visa Category:
--	--

CONFERENCE OR MEMBERSHIP INFORMATION: Title: Purchase Date:
--

Amount	Reason	Comments
\$	Conference Registration OR Professional Membership	
\$	Total Requested	

I hereby certify that expenses listed on this form were incurred by me and such expenses were associated with the conference or professional membership listed on this reimbursement request. These expenses have not been previously claimed by me or another person, neither will they be claimed in the future.

Signature of Traveler: _____

Date: _____