

GSSA Travel Reimbursement Checklist

Legal Name:

Email:

Department:

Date of Travel:

Circle Only One: **Attended Conference** **Presented at Conference**

Mailing Address:

Copy of GSSA Travel Award Approval Letter

OGPS/GSSA Travel Expense Itemization Form, Completed and Signed

If you drove to the conference, use the correct mileage rate (\$0.575/mile as of 2015). Also include a map showing origin, destination, and miles travelled with your receipts

If you are seeking reimbursement for airfare, include your boarding passes taped to white paper. Originals are highly preferred, copies or screenshots can be accepted with other proof of conference attendance

Original, itemized receipts TAPED on letter-sized white paper

All receipts show payment information (name, check # / credit card #)

All receipts are itemized

More than one receipt can be taped to each page, but none can overlap

Proof of Presentation ex: abstract in the conference program, certificate of presentation from conference organizers

Proof of Attendance (ex: name badge from the conference, original boarding passes)

Were you the person who incurred the initial travel expenses? Circle only one: **Yes** **No**

3 Paper clipped packets (1 Original, 2 Copies) in the following order:

1. Copy of GSSA Travel Award Approval Letter
2. Travel Expense Itemization Form
3. Original receipts taped to white paper
4. Proof of Presentation (for presenting awards)
5. Proof of Attendance

Amount to be Reimbursed by GSSA for Travel:

Amount to be Reimbursed by GSSA for Registration:

Total amount to be reimbursed by GSSA:

GSSA Representative Signature:

GSSA Representative Printed Name:

Date Signed:

Submitter must deliver 2 Packets (1 with Original Receipts, 1 Copy) to the desk attendant at Gibson 200. Retain one copy for your fiscal records.