



Students as Scholars

4400 University Drive, MS 1E2, Fairfax, Virginia 22030
Email: oscar@gmu.edu Website: oscar.gmu.edu



STUDENTS AS SCHOLARS

USTF Reimbursement Request Form

INSTRUCTIONS

THIS FORM MUST BE TYPED* Only complete this form if you have been awarded funding from the Undergraduate Student Travel Fund (USTF). Please complete this form carefully and entirely. Make sure you provide the address where you wish to receive your reimbursement check. For tax purposes, it is imperative that you indicate your immigration status. USTF will only reimburse the amount for which there are original, itemized receipts. If your total reimbursement falls below the awarded dollar amount, USTF cannot reimburse the difference.

Please submit 1. this form, 2. original proof of conference registration payment, 3. original proof of airfare purchase and boarding passes (if applicable), 4. all original, itemized receipts within two (2) weeks of your travel return date to the address located above. Reimbursement 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

Name: [Last] [First] [MI]

G Number: []

Address: [Number & Street] [Apt#] [City] [State] [Zip Code]

STUDENT CITIZENSHIP/RESIDENCY STATUS

- US Citizen/Permanent Resident
Non-Immigrant Visa Holder
Visa Category: []

TRAVEL INFORMATION

Conference title: []

Location: [City] [State] [Country]

EXPENSE TYPE

AMOUNT

Registration Fee: [] \$ []

Transportation: [] \$ []

Transportation: [] \$ []

Transportation: [] \$ []

Lodging: [] \$ []

Other (Details required): [] \$ []

Total Requested Reimbursement:

\$ []

I hereby certify that expenses listed on this form were incurred by me and such expenses were associated with the conference listed on my Undergraduate Student Travel Fund application. These expenses have not been previously claimed by me or another person, neither will they be claimed in the future.

Signature of Traveler: [] Date: []