

**Graduate Student Association Council (GSAC)**  
**Graduate Student Conference/Convention Reimbursement Application Form**

**Section One: Guidelines**

1. **What can I be reimbursed for?** The purpose of this Graduate Student Conference/Convention Reimbursement Request Form is to provide currently enrolled graduate students (which includes continuous enrollment students) at the University of Denver with an opportunity to receive partial reimbursement for expenses incurred while attending and/or presenting at conferences/conventions. Conferences/conventions shall be defined as regional or national meetings related to an academic discipline where students, faculty, practitioners and/or professionals present at or attend various sessions related to their area of study for the purposes of furthering their careers. Please note: this does not explicitly include continuing education or training. You will be asked to discuss how the event you attended fits with this definition in your rationale. Students may receive partial reimbursement for the following: Airfare, train/bus fare, car rental, fuel, conference/convention registration fees, presentation materials, transfers between hotel and airport, and hotel room costs. Students will not receive reimbursement for insurance for rental car, meals, telephone charges, room service (including valet and laundry services), and movie rentals. Reimbursement means you will only be considered for expenses related to your conference/convention attendance you have already incurred.
2. **How much can I ask for?** Graduate students currently enrolled at DU may request a **maximum of \$200** for conference/convention partial reimbursement, regardless of how many conferences she/he has attended.
3. **How many times can I apply for funding from GSAC?** Each graduate student may apply for and receive GSAC funding **ONCE** each academic year. This means that each graduate student at DU can only apply for and receive conference/convention funding **OR** research funding once in an academic year.
4. **When is this application due and how will it be processed?**  
All funding requests for Fall quarters are due by *November 1<sup>st</sup>*, Winter quarters are due by *March 1<sup>st</sup>*, Spring quarters are due by *April 6<sup>th</sup>*. The processing of request forms will occur at the GSAC meeting immediately following the due date. Applications will be reviewed by committee at the GSAC meeting and a recommendation regarding whether or not to fund the application will be rendered and decided on by majority vote of all voting GSAC members present. Decisions regarding funding are contingent upon the number of applications received and the amount of available funds. Reviewers reserve the right to give priority consideration to applicants who presented at the conference/convention attended. Applicants will receive a notice as to the acceptance or rejection of their funding request no later than **one week** after the last GSAC meeting of the quarter.
5. **Complete applications must contain:**
  - Reimbursement Request Form
    - You must complete the entire application form.
    - Include **the applicant's DU STUDENT ID number (87\*\*\*\*\*)**
    - **ALL THREE signatures**
      - Only original or facsimile signatures will be accepted. Proxy signatures and/or verbal permission signatures in absentia will not be accepted.

- Supporting documentation
  - You must attach **official/original receipts** to all reimbursement applications. An original receipt must include: your name, a description of the expense, an amount, a date, and a method of payment. For receipts you received electronically (i.e., an airline e-ticket), you must print an original version of the receipt. Photocopies of traditional or electronic receipts will not be valid. If you do not have an official/original receipt for an expense item, do not include that expense in the reimbursement application. GSAC will only consider expense items that are supported by an original receipt attached to the application. You only need to submit receipts totaling \$200.00.
  - Current curriculum vita or resume
  - One-page rationale for why you are attending the conference/convention in which you address the following points:
    - Describe the conference/convention in terms that someone outside of your area of research could understand.
    - Describe your professional goals and how attending this conference/convention helped you meet them.
    - Describe how your attendance of this conference benefits the community (i.e., your academic community, your department, the DU community).
  - Verification of role(s) at the conference (i.e., photocopy/printout of conference schedule on which your name appears if presenting; photocopy/printout of conference announcement if attending and not presenting.)

6. **Who do I give my application to?** All applications should be submitted to the current GSAC President by the appropriate due date. It is the sole responsibility of the student to make sure the application is appropriately delivered. Applications received after the deadline will not be considered. The address is listed below:

GSAC President	2199 S. University Blvd.
Office of the Vice Provost	Mary Reed Bldg. Room 3
Graduate Studies and Research	Denver, CO 80208

7. **What if I have questions about this form?** If you have any questions regarding the application process, please contact your GSAC Representative. For a list of the GSAC Representatives at DU, please visit our website at <http://www.du.edu/gsac> and click on "CONTACT US."

**Section 2: Graduate Student Conference/Convention Reimbursement Application Form**

Submit this **form** along with **additional paperwork** by the appropriate due date to:

GSAC President  
Office of the Vice Provost  
Graduate Studies and Research

2199 S. University Blvd.  
Mary Reed Bldg. Room 3  
Denver, CO 80208

**PLEASE NOTE: ONLY ONE APPLICATION PER STUDENT PER QUARTER**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ DU Student ID: \_\_\_\_\_

Student's Mailing Address: \_\_\_\_\_

(The above address is where your reimbursement check will be mailed.)

Student's Email: \_\_\_\_\_ Student's Phone #: \_\_\_\_\_

What degree are you pursuing?

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Certificate | <input type="checkbox"/> JD                       |
| <input type="checkbox"/> Masters     | <input type="checkbox"/> PsyD                     |
| <input type="checkbox"/> Masters/PhD | <input type="checkbox"/> Other degree/certificate |
| <input type="checkbox"/> PhD         | _____   |
| <input type="checkbox"/> EdS         |   |

Anticipated Graduation Date: \_\_\_\_\_

Current Enrollment:

- Full Time (8+ quarter hours)
- Part Time (1-7 quarter hours)

Graduate School/College/Program: \_\_\_\_\_

Graduate Student Association (GSA):

- COESA (Education)
- CRGSA (Conflict Resolution)
- GBSA (Business)
- GSAC (Association Council)
- GSFF (Four Faculties)
- GSIS (International Studies)
- GSPP (Professional Psychology)
- GSSW (Social Work)
- ILIFF (DU/Illiff Joint PhD)
- SBA (Law)

Name of Conference/Convention: \_\_\_\_\_

Dates of Conference/Convention: \_\_\_\_\_

Amount of Funding Requested: \$ \_\_\_\_\_ (\$200.00 MAX)

Have you or will you received any additional funding for this conference? YES NO

If YES, how much did/will you receive? \$ \_\_\_\_\_

Where did/will you receive this additional funding? \_\_\_\_\_

When did/will you receive this funding? \_\_\_\_\_  
month / day / year

**Please make sure to include all of the “Supporting Documentation” as described on page 2 of this application with your packet.**

Student/Advisor/GSA Signatures:

By signing this request form, you are stating that you have *read, understand, and agree* to all of the requirements outlined in this document. Only original or facsimile signatures will be accepted. Proxy signatures and/or verbal permission signatures in absentia will not be accepted.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Student’s Name (please print): \_\_\_\_\_

**Advisor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Advisor’s Name (please print): \_\_\_\_\_

**(Only one of the following signatures is required.\*)**

**GSA President’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

GSA President’s Name (please print): \_\_\_\_\_

**GSA Vice President’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

GSA Vice President’s Name (please print): \_\_\_\_\_

**GSA Treasurer’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

GSA Treasurer’s Name (please print): \_\_\_\_\_

\* Your GSA President’s signature is preferred. However, if you are unable to get this signature, your GSA Vice President or Treasurer may sign in the President’s place.