

**Graduate Student Association of
Professional Psychology
(GSAPP) Conference Reimbursement Form**

Graduate School of Professional Psychology, 2450 S. Vine Street, Denver, CO 80208
Reimbursement of Personal Funds Used for Organizational Expenditures

GSPP Students Only – Place in GSAPP Mailbox when filled out

Submit this form along with **ORIGINAL RECEIPTS** for reimbursement:

Date: _____

Name: _____ **DU ID Number:** _____
 First Last

Address: _____

City, State, ZIP: _____

Telephone Number: _____ **Email Address:** _____

Description and date of purchase or activity: _____

_____ **Date(s) of event:** _____

Amount of Reimbursement Requested: \$ _____ (**\$100 GSAPP maximum**)

Please note:

- Attach **original** (itemized) receipt
- Check MyWeb to verify your address
- Check MyWeb for payment style (direct deposit or check)
- Up to \$100 reimbursement per year (standard policy) (9/1-8/30)
- Items reimbursed: Conferences and items pre-approved by GSAPP
- Items not reimbursed: alcohol and tax - See Tracie for tax exemption form

Required Signatures:

Signature: _____
John Mallory, President

Signature: _____
Tricia Kennedy, Treasurer

Signature: _____
Tracie Kruse, Assistant Dean

All signatures are required for all transactions- regardless of amount.
All parts of this form must be completed. Incomplete forms will not be processed.