

GUIDELINES FOR GRADUATE STUDENT AWARD REIMBURSEMENT

For guidance on reimbursement procedures see Student Resources at www.fordham.edu/GSAS

Graduate Student Support Grants (SSGs) and reimbursement from other GSAS administered travel grants should be submitted to the grant reimbursement mailbox in Keating Hall, Room 216.

Acceptance of a SSG requires the recipient to participate in the GSA Conference or another GSA or GSAS sponsored event. Recipients of a SSG may be called upon to be a member of the Selection Committee.

Requests for reimbursement will not be considered if they are submitted incorrectly. Request must be submitted within 30-days of the date the expense was incurred or by deadline indicated on your award letter (when applicable), whichever is earlier. Please retain a copy of all materials/receipts/documentation for your records. Requests must include:

- Completed reimbursement request form including Name/ FIDN / description or purpose of expenses/ itemized requests.
- Appropriate supporting documentation.
- Copy of award letter.
- For small and irregular sized receipts, using scotch tape, affix the **original receipts** to a regular 8½" x 11" paper. Make sure that the receipts do not overlap. Any applications with stapled receipts or loose receipts will be returned to you. **Include a subtotal at the end of each sheet.**
- If receipts are in foreign currency, each receipt must be converted to US dollars and the conversion rate table must be provided.

TIME FRAME FOR CLAIMING FUNDING:

Processing takes approximately 4-6 weeks. Be sure that your current address is on file in Banner (you may do so using your my.fordham.edu account or call payroll at (718) 817- 4960).

EXPENSES COVERED

- Amounts reimbursed cannot exceed the amount stated on their award letter(s).
- Items requested for reimbursement should match student's grant application (when applicable).
- **NOTE:** Please be advised that the University will **not** reimburse the purchase of equipment, computers, per diems, alcohol, travel companion costs, personal care items, entertainment costs, or payments to individuals for services rendered. In addition, the University will not reimburse for travel expenses until after the date(s) of travel. Exceptions can be made for airfare if booked through the Fordham University travel agent. For more information, contact gsa@fordham.edu.

ADDITIONAL REQUIREMENT

Submit Your Achievements (REQUIRED): If you presented at a conference, had a paper published, or was awarded external funding, please submit your achievements via the GSAS Student Resource weblink.

NOTE: Travel related costs must align with the University's Accounts Payable Policy and Travel Policy which can be reviewed at:

[AP Manual 06/13](#)

[Fordham Travel Policy](#)

Please be aware that the University will not reimburse for travel receipts submitted beyond 30 days of the travel end date. Reimbursement requests may be submitted on a rolling basis.

