**GSC Conference Grant Reimbursement Form**

**Part I. Guidelines**

* GSC conference grants work on a **REIMBURSEMENT** basis (*i.e.*, grant recipients must submit **ORIGINAL RECEIPTS** (copies cannot be accepted); when applicable, both the merchant receipt and the credit card receipt must be submitted) to the [GSC Treasurer](http://www.hcs.harvard.edu/%7Egsc/about_01_officers.php#treasurer) in order to be reimbursed for expenses actually incurred.
* Receipts need to be submitted as soon as possible after the conference, as **receipts that are more than 60 days after the conference cannot be reimbursed** by virtue of a university-wide rule.
* Grants may cover up to **$750** of accountable expenses, but no more than is requested in the original application. See “GSC Conference and Research Grant Guidelines” for details on accountable expenses.
* Completed reimbursement forms (and receipts) should be submitted to the GSC mailbox at Dudley House 3rd Floor.
* **Current Address** will be the address that the reimbursement check will be mailed.
* Questions may be directed to the [GSC Treasurer](http://www.hcs.harvard.edu/%7Egsc/about_01_officers.php#treasurer) ([TreasurerHarvardGSC@gmail.com](mailto:TreasurerHarvardGSC@gmail.com))
* **This form must be turned in BEFORE June 23rd**
* **\*\*NOTE:** International students may have up to 30% of their reimbursement taken out in taxes. This will depend on how your taxes are set up and what country you are from. You can contact the Harvard Tax Office for more information.

**Part II. Contact information**

**Conference Round** (check only one box): **Fall Winter Spring**

**Name:**

**Email:**

**Phone:**

**Graduate Program:**

**Degree Type:**

**Graduate Year at Harvard: G**

**Year Degree Expected:**

**Are you on the Harvard payroll?** (check only one box)

**Yes No**

**Are you a US citizen?** (check only one box)

**Yes No**

**Harvard ID# (last 4 digits): ####-**

**Social Security # (last 4 digits): ###-##-**

**Current Address:**

**Part III. Itemized Receipts**

|  |  |
| --- | --- |
| **Receipt & description** | **Amount ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total for receipts submitted** |  |

**Amount of funding awarded (REQUIRED):**

**Part IV. Summary**

As part of the GSC’s ongoing evaluation of and publicity for student funding options like Conference Grants, we would like to hear about your conference experience! Please write a short paragraph or two detailing your conference participation and the role of the GSC’s funding for this experience.

**I authorize the GSC to use my statement above in future advertisement and endorsement of GSC Conference Grants.**

**Signature Date**