

GSA – Application for funding from the Dedman Graduate Student Assembly

You must turn in all paperwork in order for your reimbursement to be processed.

GSA Application Form

W-9 form (DO NOT include your SS#; include only your SMU ID#)

GSA Expense Report form

Itemized receipts

- ✓ Provide **receipts** for all expenses, not bank statements. E-mail receipts are acceptable.
- ✓ SMU is tax exempt in the State of Texas. Local expenses from retail establishments will not reimburse sales tax. You may obtain a tax exempt form from smu.edu: [Office of Budget and Finance/Tax Compliance/Sales Tax Exemption](#). **Taxes will be reimbursed for travel expenses.**
- ✓ **Food receipts** must be **itemized** and **may not include alcohol**.
- ✓ When dividing a room bill **please fully explain** how it is being divided. Do not add extra charges that do not have a receipt. Room service will not be reimbursed without itemization.
- ✓ Tape all receipts **neatly and flat to 8.5 x 11 paper**. Pages must feed through a scanner.
- ✓ **Organize receipts by day**, providing a separate sheet for each day, and indicate the **date at the top** and the **total at the bottom** of each 8.5 x 11 page. Please **circle or highlight** (in a light color so it copies) the amount used from each receipt. If more than one page is required per day, subtotal each page and provide a daily total on the GSA Expense Report. Daily totals should match your GSA Expense Report.
- ✓ Please check that **arithmetic** and **receipts match**. **Total payment** amount should be the **same everywhere**. The total payment may be less than the originally approved amount, but requests for more than originally approved amount or for more than the total receipts will be returned.
- ✓ Use **only paperclips**. Use of staples will cause your application to be returned.

Supporting Documentation

- ✓ Please include copy of name-tag, program, airline boarding passes, and other appropriate items to demonstrate that you did attend and were on the program to present your paper.
- ✓ Please include title and abstract or other one paragraph statement about what you did.

It is the **departmental representative's responsibility** to turn in applications that have been checked for GSA requirements. Please contact your departmental representative if you have questions.

It is your responsibility to pick up your check. You will be notified via email when your check is ready. You may pick up your check on the third floor of Hughes-Trigg Student Center at the Comptroller's Window in the Student Association Office. **Checks which are left over 90 days will require reissue.**