

# 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.**