

GSA – Application for funding from the Dedman Graduate Student Assembly Reimbursement Checklist

You must turn in all paperwork 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
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- ✓ Provide receipts for all expenses. Note that neither bank nor credit card statements are accepted. E-mail receipts are acceptable.
 - ✓ SMU is sales tax-exempt in Texas and several other states, a full list is available from the Office of Finance and Planning under "Sales Tax Exemptions" at [this link](#). Local expenses from retail establishments will not reimburse sales tax. SMU is exempt from Hotel Occupancy Tax in the State of Texas. You may obtain tax exempt certificates from the Office of Finance and Planning under "Tax Exemption Forms" at [this link](#). **Taxes will be reimbursed for travel expenses.** The tax exemption paperwork **needs to be used** in all circumstances and jurisdictions where SMU requires it, **failure** to use this may result in tax paid **not being reimbursed**.
 - ✓ **Food receipts** must be **itemized** and **may not include alcohol**.
 - ✓ Tips on restaurant purchases will be reimbursed up to a maximum of 20% of the **pre-tax** total.
 - ✓ 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.
 - ✓ **Organize receipts by purchase date** and scan them clearly. Please **highlight** 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. Use additional pages of the GSA Expense Report if necessary, and provide a final total on the last page.
 - ✓ Please check that **arithmetic** and **receipts** match. The total payment amount should be the **same everywhere**. The total payment may be less than the originally approved amount, but requests for more than the originally approved amount or for more than the total receipts will be returned.
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- **Supporting Documentation**

- ✓ Please include a copy of the **name-tag/Badge**, the **conference program**, and other appropriate items to demonstrate that you did attend and were on the program to present your paper.
- ✓ Please include a 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 the Hughes-Trigg Student Center at the Comptroller's Window in the Student Association Office. **Checks which are left over 90 days will require reissue.**