

GSC Travel Reimbursement Form

(please print legibly in blue or black ink)

Name: _____
Student ID #: _____
Email Address: _____
Phone: _____
Department: _____
Department Unit Business Manager: _____
Unit Business Manager's Email Address: _____
Conference Attended: _____
Conference Dates: _____
Conference Location: _____

Required Documents for Reimbursement:

1. GSC Reimbursement Form
2. Travel Award Letter
3. Proof of Presentation (if you presented)
4. Receipt(s) that you want GSC to reimburse

I understand that submitting the same receipt to multiple sources of funding in order to receive more money than the receipt is for would be considered fraud and embezzlement which can be a Class D felony in Kentucky. I certify that I am submitting legitimate receipts for travel to a conference I attended for academic purposes or university business.

Signature

Date

Your award will be posted to your Student Aid account visible on ULINK. *The University of Louisville is required to adhere to all federal, state, and institutional guidelines. If your aid package is adjusted as a result, you will receive notification in your university email. Policy information is available on-line at www.louisville.edu/financialaid.*