End-of-Year Reimbursement Application Form[[1]](#footnote-1)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student information** | | | |  |  |
| First name |  | | | Last name |  |
| **Event information** | | | | | |
| Name and venue of the conference you went to | |  | | | |
| Conference dates | |  | | | |
| In what capacity did you participate? | | Speaker Commentator | | | |
| Is the conference on the department’s “priority” list? | | Yes No | | | |
| If not, was it added? | |  | | | |
| **Incurred expenses** | | | | | |
| Travel expenses |  | | | | |
| Lodging |  | | | | |
| Other |  | | | | |
| Total |  | | | | |
| **Funding** | | | | | |
| Did you receive external funding for this trip? If yes, how much? | | |  | | |
| Did you receive department funding for this trip? If yes, how much? | | |  | | |
| Total of unreimbursed expenses for this trip | | |  | | |
|  | | |  | | |
| **Department Use Only**  Approved for: | | |  | | |

1. This form should be submitted by students with unreimbursed expenses at the end of the year. [↑](#footnote-ref-1)