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)